GEORGIA MILITARY C O L L E G E

1996-1998 STUDENT HANDBOOK

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WELCOME STUDENTS



Letter from the Vice President for Student Affairs & Dean of Students

Welcome to Georgia Military College! We feel that your choice in choosing GMC was an excellent one.

There is no other experience that can quite compare to your college days. It is a time for opening doors to new experiences, new insights, and new challenges. Only few times in your life will you be offered the opportunity to be so immersed in the learning experience.

At Georgia Military College, the focus is on you. Our number one goal is to provide you with the support you may need to be successful in your college career. This support includes all areas of college life including admissions, registration, orientation, health services, student services, student support services, and an array of co-curricular activities designed to give you opportunities for having fun and becoming involved with other students while achieving your educational goals.

Please take time to become familiar with this handbook. It is designed to assist you in learning about academic and co-curricular opportunities at Georgia Military College. We look forward to meeting you. Stop by our offices anytime, and let us know what we can do to make your educational experience enjoyable and rewarding. Have a great year!

Sincerely,

COL Lonnie Bales Vice President for Student Affairs & Dean of Students



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Financial Aid

General Information

Introduction

Georgia Military College (GMC) exists solely to serve your educational needs. The focus for the College's educational programs is stated in its educational objectives. Those objectives, detailed in the <u>College Catalog</u>, are designed to enhance the prospects for you to attain your educational goals.

To help assure all students make full use of their time at GMC, the College publishes a series of rules and regulations to guide students, faculty and administrative staff. This <u>Student Handbook</u> focuses specifically on the needs of students and contains information that will be valuable to you as you pursue your studies. Specific additional information unique to to the Distant Learning Centers will be provided at each off-campus location. Should questions or issues arise not covered by this Handbook, please contact the Assistant Dean of Students on main campus or the Director at the Distant Learning Centers.

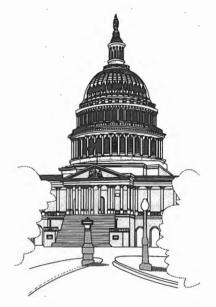
Special Note

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. Although every effort has been made to ensure accuracy of the material stated herein, Georgia Military College reserves the right to change any provision listed in this handbook, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Information regarding academic requirements for graduation will be available in the offices of the Registrar, Vice President for Academic Affairs and Dean of Faculties, Academic Division Chairpersons, and Distant Learning Center Directors. It is the responsibility of each student to keep apprised of current graduation requirements for a degree program in which the student is enrolled.

Title VI of the Civil Rights Act of 1964

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall, on the grounds of race, color, or national origin, be subjected to discrimination under any program or activity." The Affirmative Action/Equal Opportunity Officer is the Vice President for Business Affairs and Personnel.



Title IX of the Higher Education Act of 1992

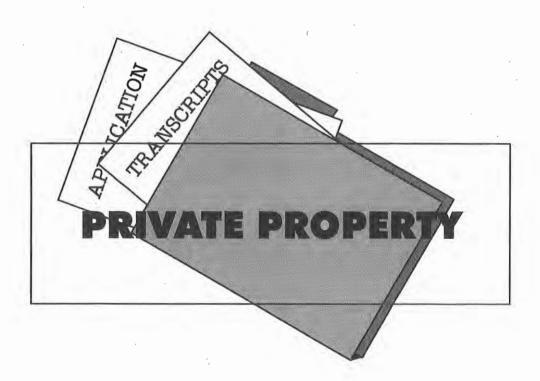
The academic and administrative policy of the College also subscribes to the nondiscrimination provision of Title IX of the Higher Education Act of 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity." The Affirmative Action/Equal Opportunity Officer is the Vice President for Business Affairs and Personnel.

It is understood that throughout this handbook and all other publications of Georgia Military College, the terms, "he, his, himself, chairman, etc." are used without regard to sex.

Family Education Rights & Privacy Act of 1974

Georgia Military College, in compliance with the Family Educational Rights and Privacy Act of the 1974 "Buckley Amendment," releases no personal information restricted by that Act without written consent of the student. This Act prohibits college officials from disclosing any records, or any other grade reports, academic standings, transcripts of records, or any other records, files, documents, and materials in whatever medium, which contain information directly related to the student and from which the student can be individually identified.

Authorization for access by anyone to student records covered by this Act must be made in writing by the student and addressed to the Registrar, or Distant Learning Center Director, Georgia Military College.



Accreditation and Memberships

Georgia Military College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees.

The college maintains memberships in the following organizations: The Association of Private Colleges and Universities of Georgia (APCUG); The Association of Military Colleges, Schools and Universities (AMCSU); The Southern Association of Community, Junior and Technical Colleges (SACJTC); The National Council of Independent Junior Colleges (NCIJC); The National Junior College Athletic Association (NJCAA); and the Georgia Association of Two-Year Colleges.

The college is also a Charter Member of the Servicemember's Opportunity College Associate Degree Program (SOCAD) and SOCNAV Network.

GMC is approved for certifying Veteran's benefits by the Veterans Administration, and approved by the U.S. Department of Justice, Immigration, and Naturalization Service, and is listed by the U.S. Office of Education in the Higher Education Directory.

Cademic Affairs





Academic Affairs

Academic offerings are grouped into 6 divisions. Division Chairs, acting under the Vice President for Academic Affairs and Dean of Faculties, exercise close supervision over course content and instructional procedures. The academic divisions are the following:

- A. Division of Business Administration, Computer Science and Occupational Education;
- B. Division of Humanities;
- C. Division of Natural Sciences and Mathematics;
- D. Division of Social Sciences and Physical Education;
- E. Division of Developmental Studies; and
- F. Division of Military Science.*

*The Military Science Division offers senior ROTC programs taught by active duty U.S. Army officers and noncommissioned officers.

Authority in Academic Affairs

The Vice President for Academic Affairs and Dean of Faculties has final authority in academic matters pertaining to college students.

Programs of Study

Georgia Military College offers both transfer (AA and AS) and career (AAS) programs. Certificate programs for improving occupational skills are also available.

Transfer (AA and AS) programs are organized around a core curriculum of courses in the humanities, natural sciences, mathematics, and social sciences, with added courses in a chosen area of concentration. Depending on the student's program of study, an appropriate associate degree in either the arts (AA) or the sciences (AS) is awarded.

Career programs are primarily vocationally oriented and designed to provide students with job market skills. These programs include certain academic courses necessary for a broad education. The Associate of Applied Science (AAS) degree is generally awarded in career programs as well as certain Certificate programs.

The chart below outlines available concentrations in degree and certificate programs, and which campus offers these programs.

Concentration	. AA	AS	AAS	Certificate
Accounting			FM	
Airframe & Powerplant Mech.			RO	
Behavioral Science		MC/KB/MO		
Business Administration		MC/FG/KB/MO		
Comm. Electronics Mgmt.			FG/RO	
Criminal Justice		MC/KB/MO	MC/FG/FM	МС
Data Processing			FG/MO	FG
Digital Comm. Elec. Tech			FG/KB	
Education		MC/KB	MC/FM	MC
Electronics Technology		KB		
Engineering Technology			KB	
General Studies	KB/RO	MC/FG/KB/MO	MC/FG/FM/RO	
Logistics Management		RO	RO	
Management			FG/FM	
Office Management			MC/FM	
Office Systems Specialist				KB
Pre-Nursing		MC/FG/KB		

AA = Associate in Arts

AS = Associate in Science

AAS = Associate in Applied Science

MC = Main Campus in Milledgeville

FG = Fort Gordon in Augusta, Georgia FM = Fort McPherson in Atlanta, Georgia

KB = Kings Bay Naval Submarine Base in St. Mary's, Georgia

MO = Moody Air Force Base in Valdosta, Georgia

RO = Robins Air Force Base near Warner Robins, Georgia.

Arrangement of Work

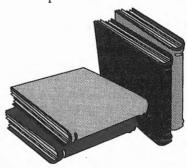
The College schedules classes on a quarter system. The following are characteristics of the college quarter system:

- A. A college quarter consists of eight to twelve weeks;
- B. A college week consists of five academic days;
- C. The college evaluates courses in terms of quarter hours of credit courses which predominately focus on performance or which are laboratory in nature are evaluated at approximately one half the normal credit;
- D. A normal course load is 15-18 hours each quarter (Fall, Winter, Spring); and
- E. A fulltime student is one who is enrolled in a minimum of twelve quarter hours of GMC academic or institutional resident credit in a normal quarter, and 10 quarter hours during an accelerated term (nine weeks or less). The normal time for the completion of an associate degree is 2 to 2 1/2 years.

A student may schedule a maximum of 18 quarter hours with permission of the division chairperson and faculty advisor, or in the case of the Distant Learning Center, permission must be received from the Distant Learning Center Director and/or Distant Learning Center Assistant Dean. A student who has earned a cumulative grade point average (CGPA) of 3.00 or higher on at least 15 hours may schedule a maximum of 21 hours with permission of the Vice President for Academic Affairs and Dean of Faculties. Students enrolled in the ROTC Advance Course and in the Engineering Science curriculum may overload on the recommendation of the ROTC or faculty advisor with concurrence of the Vice President for Academic Affairs and Dean of Faculties.

In the sophomore year, an exception to the maximum loads stated above may be made when a student needs no more than five hours in excess of the regular load to graduate. In this case, the student may petition the Vice President for Academic Affairs and Dean of Faculties for permission to schedule during each quarter not more than five quarter hours more than his standing would normally permit, provided that the total load is not greater than 25 hours during any quarter.

In general, an average student will need to spend about thirty hours each week in preparation for a full academic course load. For this reason a student is warned to plan adequate time for course preparation, especially if the student works full or parttime.



Summer Term Enrollment on Main Campus

A normal course load during Summer terms I, II, or III will be 10 quarter hours. Total hours for the summer will not exceed 20 hours. Anything over 10 quarter hours will need permission of the faculty advisor/Division Chairperson and the Vice President for Academic Affairs and Dean of Faculties. Summer terms I and II are accelerated daytime programs (4 1/2 weeks), and Summer term III is the normal evening program (9 1/2 weeks).

In order for students to receive the HOPE and GTEG Grants, they must enroll concurrently in Summer terms I and III.

Student Classification

Freshman

Less than 45 quarter hours of credit

Sophomore

45 or more quarter hours of credit



Class Attendance Policy

Although it is recognized that absences will sometimes be necessary, students are expected to attend all classes. It is the responsibility of students to be cognizant of their own record of absences and to consult the instructor regarding work missed. The decision to permit students to make up work rests with the instructor. If a student is representing the college in an official capacity, as verified on a list released from the Vice President for Academic Affairs and Dean of Faculties or Distant Learning Center Director, the student will not be penalized by the instructor for those absences. However, students should consult their instructor before anticipated absences. Each course syllabus contains a statement of the class attendance policy.

Withdrawal Policy

A student who withdraws from any or all courses after the drop/add period and prior to the first day of midterm will receive the grade "W" for each course s/he was enrolled in at the time of withdrawal. After such date, the student will receive either the grade of "WP" if passing a course at the time of withdrawal or the grade of "WF" if failing a course at the time of withdrawal. However, with the approval of class instructors, the student may petition the Vice President for Academic Affairs and Dean of Faculties for incomplete grades (I) if the withdrawal is due to nonacademic extenuating circumstances and the student is passing all courses in which enrolled at the time of withdrawal. Failure to meet the terms of the approved petition will result in the final grade of "F" in the incomplete course. Exceptional cases will be reviewed on an individual basis.

Student Medical Withdrawals

A student may be administratively withdrawn from the college when in the judgment of the Dean of Student Affairs, the Distant Learning Center Assistant Dean, the Director of Student Health Services, and the College physician, if any, and after consultation with the student's parents (if the student is a minor) and personal physician, if any, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which:

- Poses a significant danger or threat of physical harm to the student or to the person or property of others; or
- B. Causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel; or
- C. Causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the college.



Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision concerning his continued enrollment at the college.

Exclusions

Exclusions and other involuntary withdrawals will require the student to meet all financial obligations.

THE TIMING OF WITHDRAWALS IN ORDER TO AVOID ACADEMIC PENALTY IS THE RESPONSIBILITY OF THE STUDENT. DEADLINES ARE PUBLISHED IN THE COLLEGE CALENDAR AND QUARTERLY CLASS SCHEDULE ANNOUNCEMENTS.

Absence from Examinations

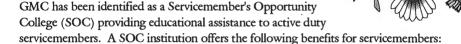
No student who fails to take a final examination when scheduled may take the examination without written permission of the instructor/Division Chair or Distant Learning Center Assistant Dean.

Transient Enrollment

A student who is attending another college or university may apply for admission as a transient student. Transient students must submit the following material:

- A. A completed application with non-refundable application fee (where applicable); and
- B. A transient permission letter or copy of SOC agreement from the Vice President for Academic Affairs and Dean of Faculties or Registrar of his college and, for veterans only, proof of enrollment certification from the parent college.

Servicemember's Opportunity College (SOC)



- A. Use of admission procedures which ensure access to higher education for academically qualified military personnel and their dependents;
- B. Evaluation of learning gained through military experiences and academic credit awarded where applicable to the servicemember's program of study;
- C. Evaluation of nontraditional learning and awarding of academic credit for such learning where applicable to the servicemember's program of study; and
- D. Flexibility to servicemembers in satisfying residency requirements by making adjustments for military students who transfer when there are other assurances of program balance, and to develop policies and procedures appropriate to the scope of their voluntary educational programs.

The College is also a Charter Member of the Servicemember's Opportunity College Associate Degree Program (SOCAD) and SOCNAV Network. The Network was established by the American Association of State Colleges and Universities at the request of the U.S. Army and Navy to serve military enlisted personnel and dependents. GMC and other participating colleges in the Network offer a flexible degree program in General Studies. Military personnel can complete degree requirements by taking courses at other Network colleges. For information about the program, contact the SOC counselor at the military installation or Distant Learning Center Director.

Nontraditional Credit Transfer

Students may be allowed credit for nontraditional experience with a maximum ceiling of 65 quarter hours.

- A. CLEP General Examinations: A maximum of 45 quarter hours of nontraditional CLEP credit may be awarded for the general examination using the American Council on Education (ACE) recommended score. CLEP credits apply as follows:
 - Test 1: English 101 with essay, 5 quarter hours.
 - Test 2: History 121, 5 quarter hours; Social Science elective, 5 quarter hours. (A Georgia History exam must be taken and passed).
 - Test 3: Physical Science 101, 5 quarter hours.
 - Test 4: Art, 5 quarter hours; Literature elective, 5 quarter hours.
 - Test 5: Math 105. 5 quarter hours.
- B. College credits will be granted for formal service schooling, basic training, and certain civilian occupational schools in accordance with recommendations made by ACE Guide for Experiential Credit toward requirements for the specific degree enrolled. Credit will not be accepted for core or concentration areas for science laboratory courses.
- C. CLEP Subject Exams, USAFI/DANTES: Courses and/or examinations will be evaluated based on ACE recommendations and scores.
- Correspondence courses successfully completed at regionally accredited colleges/universities will be accepted.
- E. Credit will be given to those entering freshmen who have participated in the Advance Placement Program and received a score of 3 or above in the applied discipline.

Exceptions

- Nontraditional and traditional credit cannot be duplicative. If nontraditional credit is at the same level as traditional credit, the nontraditional credit cannot be used.
- 2. The grade "CE" (credit by examination) will be entered on the transcript, but with no notation of quality points.
- 3. Distant Learning Centers may not offer these exams. The ESO may provide the exam.

Course Validation Tests

Under exceptional circumstances, the Vice President for Academic Affairs and Dean of Faculties, or Distant Learning Center Director may permit a student to challenge a non-lab course by successful completion of the course final exam. The student must pay the full tuition and will receive the grade commensurate with the score received on the final exam. Requests to take the challenge final exam must be submitted prior to the end of drop/add in the quarter in which the student desires to take the challenge examination.

Audits

A student may, upon request, audit a course. The student will not receive a grade. Veterans will not be certified for payment from the Veterans Administration. Approval must be given by the Vice President for Academic Affairs and Dean of Faculties, or Distant Learning Center Director. Audit fee will be full tuition rate.

Independent Study Plan

Under the Independent Study Plan (ISP), a student may pursue a designed course or project under the supervision of a faculty member who serves as advisor, evaluates the student's progress, and assigns the final grade. The instructor, Division Chairperson, Distant Learning Center Director, or Vice President for Academic Affairs and Dean of Faculties will approve all Independent Study requests.

As a general policy, the student should have successfully completed a minimum of 45 quarter credit hours with GMC; have a cumulative grade point average of 3.00; have been enrolled at GMC within the past two preceding terms or be a graduate of GMC; not been enrolled in the course during a previous term; and met all course prerequisites and supply transcripts indicating such. The course should have not been offered by GMC within the past two terms; not be on the class schedule for the term for which the Independent Study is being requested; and be a required course within the student's program/major.

When such study is approved, a request for Independent Study Plan form (see pages 148, 149 and 150 in the <u>GMC Faculty Handbook</u>, and pages 42, 43, 44 in the <u>GMC PartTime Faculty Handbook</u>) is completed by the student and the instructor. The form is approved by the instructor, Division Chairperson, Distant Learning Center Director, or the Vice President for Academic Affairs and Dean of Faculties.

Grading System

	Grade Description Credit on Credit Materials		0 1	Grade Point Per Hour of Credit	
A	Excellent	Yes	90% and above	4	
В	Good	Yes	80 - 89%	3	
C	Average	Yes	70 - 79%	2	
D	Minimum Passing	Yes	65 - 69%	1	
F	Failure	No ·	Below 65%	0	
I	Incomplete	No	0	0	
W	Withdrawal	No	0	0	
WT	Withdrawal Passing 🥻	No	0 .	0	
WF	Withdrawal Failing	No	. 0	0	
CE	Credit By Examination	Yes	Depends on each course credit	ed 0	

NOTE: PLEASE SEE THE GMC COLLEGE CATALOG FOR THE GRADING SYSTEM USED FOR DEVELOPMENTAL STUDIES.

Except for developmental studies courses which award no grade points, each grade point is determined by multiplying the number of quarter hours credit listed for the course by the number of points awarded for the grade earned in the courses. For example, a student who receives an "A" in a five-hour course would earn twenty quality points.

Explanation of Letter Grades

I = Incomplete

Indicates that a student was doing satisfactory work, but for nonacademic reasons beyond his control, was unable to meet the full requirements for the course. The "Incomplete" will not be assigned unless in the judgment of the instructor, a substantial majority of the course requirements have been satisfied by the student. A student who receives an "incomplete" grade must complete the required work not later than the middle of the next quarter unless the Vice President for Academic Affairs and Dean of Faculties or the Distant Learning Center Director grants an exception due to extenuating circumstances. Failure to clear the "incomplete" grade will result in the assignment of an "F" grade for the course. Hours attempted are used to compute grade point average.

W = Withdrawal

Indicates that a student dropped the course before mid-term and received no academic penalty. This grade is not used in computing the grade point average.

WP = Withdrawal Passing

Indicates that a student was passing the course before he withdrew after mid-term and unusual circumstances were present. This grade is not used in computing the grade point average.

WF = Withdrawal Failing

Indicates that a student withdrew from a course after mid-term. This grade is used to compute the grade point average.

Repeating Courses

In order to improve academic background, a student may repeat courses in which the student has previously been enrolled if a grade of "D" or "F" was received. Both the original grade and the repeated course grade will be entered on the student's official transcript and the cumulative grade point average (CGPA) will be determined from all quality points and attempted hours which have accrued. Credit hours for graduation, however, may be counted only once and the last recorded grade for the course will be used to determine the grade point average for graduation (only if necessary to satisfy the minimum GPA requirements).

Appealing Grades

Students have the right of due process in appealing grades which they feel were unfairly awarded. SUCH APPEALS MUST BE MADE IN WRITING TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF FACULTIES AT THE MAIN CAMPUS, OR TO THE DISTANT LEARNING CENTER DIRECTOR, WITHIN THIRTY DAYS FOLLOWING RECEIPT OF A GRADE.

The Vice President for Academic Affairs and Dean of Faculties, or Distant Learning Center Director, in turn, will refer the student's grade appeal to the Academic Standards Committee for hearing. The Academic Standards Committee will make a recommendation to the Vice President for Academic Affairs and Dean of Faculties, or Distant Learning Center Director, for appropriate action. Should a student at a Distant Learning Center have cause to question a ruling by a Distant Learning Center Director, a final appeal may be made to the Vice President for Academic Affairs and Dean of Faculties. ALL RULINGS OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF FACULTIES ARE FINAL. Students will be notified in writing of the final action.

Academic Probation

Probation status is assigned students when their cumulative grade point average (GPA), or progress rate, is below college standards. A student will be placed on academic probation at the end of any quarter when the cumulative grade point average (CGPA) falls below the indicated acceptable range for the number of hours attempted, or at the end of any quarter in which the quarterly GPA is 1.00 or less, regardless of his overall GPA. The following standards will be used:

Number of Hours Attempted	Minimum Acceptal Cumulative GPA	ile Re Pro-
0 - 15	1.40	
16 - 32	1.50	
33 - 64	1.90	
65 or more	2.00	1

Maintaining Eligibility

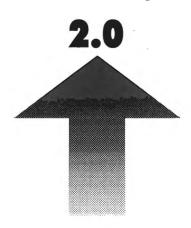
The first quarter that the cumulative GPA falls below the above levels, or if the quarter GPA is 1.00 or less, a student will be placed on **first probation** for the succeeding quarter.

If, after the first probationary period, the GPA is still below the required level, the student will be placed on second probation for the succeeding quarter. Then, after the second probationary period, if the GPA is below the standard, the student will be placed on exclusion. Exceptions are as follows:

- A. Second probation will continue as long as the student makes a quarterly GPA of at least 2.00 while taking a minimum of 5 quarter hours; and
- B. Probation will be removed if the quarterly GPA raises the accumulative GPA to, or above, the minimum acceptable.

Academic Exclusion

Students who are on probation for two consecutive quarters will be excluded from attending the following quarter at GMC. There is one exception to this rule: if a student has a quarterly GPA of 2.0 or better, and is enrolled in at least 10 quarter hours, the student may be allowed to remain in school even if the cumulative GPA is below the minimum standard. In addition, a student enrolled, and on probation who has a quarterly GPA of less than 1.00 will automatically be excluded from GMC. EXCLUSION IS FOR ONE QUARTER.



Reinstatement

A student suspended for one quarter will be eligible to re-apply for admission and may be re-admitted if there is sufficient indication that further progress toward graduation is probable. A student is allowed to re-enter on a probationary status and may take a maximum of 10 hours during the quarter, and must make a quarterly GPA of 2.00 or better. To remain in school, the student must continue to make a 2.00 quarterly GPA, or better, until s/he returns to a student in good standing. If the student does not maintain the 2.00 GPA, s/he will be excluded again for at least one quarter.

For a student to be reinstated, s/he must petition the Vice President for Academic Affairs and Dean of Faculties, or Distant Learning Center Director, for permission to re-enroll.

Any student who has attended another college must be eligible for re-admission to the college last attended. If not eligible under that criterion, the student must comply with the GMC reinstatement policy before s/he will be eligible to attend GMC.

Georgia History/Constitution Requirements

Before a student can be certified as having met all degree requirements, he must satisfy the legal requirements of passing an examination on the history and the Constitution of the United States and the history and Constitution of the State of Georgia. Successful completion of History 121 or History 122 satisfies the U.S. history requirement, and successful completion of Political Science 101 satisfies the U.S. Constitution requirements.

In order to satisfy the Georgia History and Georgia Constitution requirements, school administered tests in each area must be passed. The Georgia History test is administered twice during the quarter the student is enrolled in History 121 or 122. The Georgia Constitution test is administered twice during the quarter the student is enrolled in Political Science 101.

Successful completion of the Georgia History/Constitution test is mandatory before the student's course grade will be released to the Registrar.

If the student fails both exams, s/he will have until midterm of the following quarter to retake the Georgia History/ Constitution test. Upon successful completion, the student's grade from the previous quarter will then be released to the Registrar. Students are responsible for meeting these requirements prior to making application for their degree.

Students who transfer to Georgia Military College and have not met the Georgia History/Constitution requirements may arrange to take the tests through the Testing Coordinator.

If the student fails to pass either test on the third attempt, the course grade will be submitted to the Registrar as an "F", and the student must then retake the course and retake the Georgia History/Constitution test.

Physical Education Requirements

All students enrolled in an Associate or Applied Science degree program must complete a 3-hour Wellness class (WEL 154) and a 2-hour activities class to fulfill graduation requirements.

Waivers

- A. WEL 154 is not required of members of the armed services who are on active duty; veterans with at least twelve months of continuous service who can furnish a DD Form 214; or students enrolled in the Associate of Science Nursing program. Members of the armed services on active duty and veterans with a DD Form 214 will receive three (3) hours of credit for WEL 154.
- B. The physical activity course requirement is waived for the following:
 - Students on active duty in the armed forces*;
 - Veterans with at least twelve months continuous service who can furnish a DD Form 214*;
 - 3. Students who are twenty-five (25) years old or older;
 - 4. Students enrolled at off-campus sites where activities courses are not offered; and
 - 5. Students with disabilities who provide a physician's excuse.

^{*} These students will receive two (2) hours credit in accordance with ACE guidelines. Other students must substitute any 2-hour course to fulfill degree requirements. Some students may want to take additional physical activity courses if the school they plan to transfer to requires additional courses. Students should become familiar with the receiving school's requirements and discuss this matter with their GMC advisor:

Application for Degree or Certificate

Please see the College Catalog.

Academic Distinction

The President's List

The President's List is published to honor students who attain the highest possible academic standing. To qualify for the President's List at the completion of each quarter, a student must be attending on a full-time basis and have achieved a quality point average of 3.70 in the academic subjects taken in the quarter just ended, and must not have received a grade below "C" in any subject for the quarter. Developmental studies grades will not count toward GPA calculations for the President's List. Students enrolled in developmental studies must take 12 additional hours in transferable credit courses in order to be eligible for the President's List.

The Dean's List

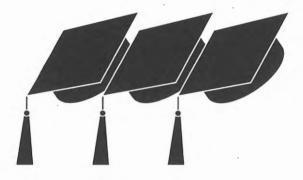
The Dean's List is published to honor students who attain high scholastic standing. To qualify for the Dean's List at the completion of each quarter, a student must be attending on a full-time basis, must have achieved a quality point average of 3.20 or higher in the subjects of the quarter just ended, and must not have received a grade below "C" in any subject for the quarter. Developmental studies grades will not count toward GPA calculations for the Dean's List. Students enrolled in developmental studies must take 12 additional hours in transferable credit courses in order to be eligible for the Dean's List.

Graduation With Honors

Students who earn a cumulative grade point average of 3.50 with no grade lower than a "C" and have met residency requirements are graduated "With Honors."

Graduation With Distinction

Students who have earned a cumulative grade point average of 3.00 with no grade lower than a "C" and have met residency requirements are graduated "With Distinction."



Release of Official College Transcripts

Students requiring copies of transcripts must be in good standing and in a conditional/ unconditional admission status before requesting the release of any transcripts or grades. Good standing means that students do not have deficiencies in the Business Office, Bookstore, Office of Student Affairs/Commandant's Office, or Vice President for Academic Affairs and Dean of Faculties' Office. Cadets in military science programs who have disciplinary requirements which have not been met will not receive transcripts; thus, each student must make arrangements with the Commandant of Cadets to remove all disciplinary requirements prior to the end of the academic term in order to receive a transcript. Students may request transcripts from the Registrar's Office, and a fee is charged for each copy of a transcript. Checks should be made payable to Georgia Military College. Transcript request forms are available on main campus from the Registrar's Office or at the Distant Learning Center Business Office.

Student Academic Dishonesty

Policy Statement

Georgia Military College acknowledges the need to preserve an orderly process with regard to teaching, research, and public service, as well as the need to preserve and monitor students' academic rights and responsibilities. Since the primary goal of education is to increase one's own knowledge, academic dishonesty will not be tolerated at Georgia Military College. Possible consequences of academic dishonesty may range from a revision of assignment, an oral reprimand, a written reprimand, an "F" or a zero for the graded work, removal from the course with a grade of "F" to possible suspension or exclusion from the college. Academic dishonesty includes the following examples, as well as similar conduct aimed at making false representation with respect to academic performance:

- A. Cheating on an examination;
- B. Collaborating with others in work to be presented, contrary to the stated rules of the course;
- C. Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained as one's own). When direct quotations are used in themes, essays, term papers, tests, book reviews, and other similar work, they must be indicated; and when the ideas of another are incorporated in any paper, they must be acknowledged, according to a style of documentation appropriate to the discipline;
- D. Stealing examination or course materials;
- E. Falsifying records, laboratory results, or other data;
- F. Submitting, if contrary to the rules of a course, work previously presented in another course; and
- G. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed. Students accused of academic dishonesty may appeal through the student academic dishonesty procedures in effect at Georgia Military College.

Procedures for Academic Misconduct Appeal

- 1. Informal conference: The instructor and the student will discuss the issue of dishonesty and may arrive at a satisfactory resolution. Options may include revision of the assignment, reprimands (oral or written), reduced credit or no credit for the assignment, or failure of the course.
- 2. Formal conference: If the informal conference does not end in satisfactory resolution, or if the student is dissatisfied with the results of the informal conference, the student must state the dissatisfaction in writing to the instructor within ten days of the informal conference. A formal conference to review the evidence and the penalty will be scheduled within ten days of the receipt of the written complaint. The original parties must attend and representatives of the parties may attend to witness the proceedings.
- 3. Notice: The instructor shall inform the student in writing of the alleged offense, the evidence to be presented, the date, time, and location of the conference no less than five days prior to the formal conference. Notice must be served in person or by certified mail and will be accompanied by a copy of the Academic Dishonesty Policy and Procedures. The student shall receive written notification of the findings within five days after the formal conference. The written findings of the formal conference will contain a full explanation of facts, specified penalties imposed, and notice of the appeal process to the appropriate supervisor.
- 4. Academic penalties imposed by the instructor:

The instructor may impose the following penalties:

- 1. Revision of assignment
- 2. Oral or written reprimand
- 3. Reduced credit or no credit for the work in question
- 4. Failure of the course
- Recommendation to the Vice President for Academic Affairs for expulsion or suspension of the violator.

If the student's academic performance was not affected (i.e. student assisted another student), an academic penalty may or may not be imposed. However, the instructor may request the Vice President for Student Affairs to consider non-academic disciplinary action in accordance with the Student Code of Conduct.

5. Appeal from the formal conference: The student may appeal the findings of the formal conference to the appropriate supervisor of the instructor. Appeals must be submitted in writing within ten class days after the formal conference. All penalties will be stayed until reviewed by the supervisor.

- 6. Appeal from the supervisor's decision: The supervisor's decision may be appealed by either party to the Vice President for Academic Affairs or Distant Learning Center Director. The appeal must be in writing and must be submitted within ten days after the appellate decision. The Vice President for Academic Affairs or the Distant Learning Center Director will direct the appeal for review by the Academic Standards Committee. The Committee may elect to review documentation, request more documentation, and schedule a formal hearing. Written notice of the appeal, facts of the case, documentation requests and day, time, and place of the Committee hearing will be delivered to all parties ten days prior to the scheduled hearing. The Committee may impose no greater penalties than the formal conference findings. Written notice of the findings of the Committee will be delivered to the Vice President for Academic Affairs or the Distant Learning Center Director and the parties within five days after the Committee hearing.
- 7. Appeal from the Committee findings: Either party may appeal the findings of the Academic Standards Committee to the Vice President for Academic Affairs or the Distant Learning Center Director. The appeal must be in writing and submitted to the Office of the Vice President for Academic Affairs or the Distant Learning Center Director within ten days after the Committee hearing. The findings of the Vice President for Academic Affairs or the Distant Learning Center Director must be delivered in writing to the parties within ten days after the receipt of the appeal.
- 8. Appeal from the Vice President for Academic Affairs or Distant Learning Center Director: The findings of the Vice President for Academic Affairs or the Distant Learning Center Director may be appealed by either party to the President of the Georgia Military College. Such appeals must be submitted in writing within ten days after the findings of the Vice President for Academic Affairs or the Distant Learning Center Director. The decision of the President will be final.

Role of the Vice President for Student Affairs

The Vice President for Student Affairs, or his designee, shall receive and maintain copies of all correspondence and final decisions on academic misconduct. The Vice President for Student Affairs may elect to institute disciplinary review for those non-academic actions evidenced, or if the penalty is suspension or expulsion. All such disciplinary actions should proceed in accordance with the Georgia Military College's Disciplinary Procedures. The Vice President for Student Affairs may do so in the following instances:

- When the alleged student was not enrolled in the course against which the offense was committed;
- When the violation found by the instructor was so serious that disciplinary penalties appear to be warranted and not more than sixty days have elapsed from the date of the occurrence.

Notice To Students

Georgia Military College shall publish a copy of the Academic Dishonesty Policy, any amendments to the policy that are made, any provisions that have been adopted, and any other supplementary provisions consistent with the policy. The policy will be published in the current Student Handbook and is available at the Assistant Dean of Students' Office on main campus or at the Distant Learning Center Director's Office throughout the year.

Academic Grievances and Appeals

Policy Statement

Any student or former student of Georgia Military College has the right of timely petition. Petitions are available from the Vice President for Academic Affairs and Dean of Faculties or Distant Learning Center Director and are to be used by the student, in consultation with the faculty advisor, to remedy undue hardships and specific inequities that may adversely affect the student's ability to fulfill the academic requirements of the college. Petitions must be used to secure approval of special agreements between faculty and students on academic matters and to provide for emergency situations caused by unforeseen complications in fulfilling academic requirements. Petitions to be effective must have the approval of the Vice President for Academic Affairs and Dean of Faculties, or Distant Learning Center Director.

Definition

An Academic grievance or appeal is an allegation by a student of substantial and/or unjustified deviation, to the student's detriment, from policies, procedures, and/or requirements regarding admission, grading policies, special agreements, instructor's requirements and academic requirements of the College. Students shall have the right to file academic grievances or appeals according to the following procedures approved by the college.

Procedures

Following are the proper procedures for resolving academic grievances or appeals:

- The student shall petition in writing the appropriate academic or administrative official
 responsible for the action which forms the basis of the grievance or appeal. The petition
 shall contain a clear and concise statement of the grievance or appeal, the remedies sought,
 and a request for a meeting with the involved person or persons.
- The respondent shall schedule a meeting with the student within ten working days of receipt of the written grievance or appeal to discuss the matter.
- 3. If the student is not satisfied with the results of the discussion and wants the grievance or appeal to be considered further, the student shall appeal in writing to the respondent's supervisor to seek a resolution. This consultation must begin within ten working days after the conclusion of the discussion with the respondent.
- 4. If the student is not satisfied after seeking consultation at the supervisor's level and wants the grievance or appeal to be considered further, the student shall appeal in writing to the secondary supervisor to seek a resolution. This consultation must begin within ten working days after the supervisor has completed consideration of the grievance or appeal.
- 5. If the student is not satisfied and wants the grievance or appeal to be considered further, the student shall appeal in writing to the next appropriate supervisor. This grievance or appeal must be filed within ten working days after the secondary supervisor has completed consideration of the grievance or appeal. The decision of the next appropriate supervisor will become the final decision of the academic grievance or appeal. The decision as to the resolution of the grievance or appeal shall be accompanied by a clear statement of the reasons for the decision. The student and appropriate college officials shall be notified in writing of the decision within ten working days after consideration of the grievance or appeal.

Students should be aware that their faculty advisor, the Student Government Council, and the Office of Student Affairs may be resource areas where students may receive assistance.

The time limit for a grievance or appeal may be extended upon approval of a written request to the Vice President for Academic Affairs and Dean of Faculties or Distant Learning Center Director.

Developmental Studies Program

Corps of Cadets

Georgia Military College is a Department of the Army designated military junior college. The college has accepted a mission of developing military leaders. The primary vehicle used for this purpose is the Corps of Cadets. The Corps is a semi-autonomous, self-governing body that provides military structure and discipline for all resident students and those non-resident students eligible to participate. Cadets are encouraged to participate in institutional decision making through the Corps primarily, and secondarily, through other student government channels. Cadet leaders are nominated annually by the Commandant after consultation with the Professor of Military Science. They are appointed by the President of Georgia Military College. Leadership in the Corps implies total responsibility for cadet members of the corps.



Student Services



Student Services

The college provides a balanced student life program which contributes significantly to the total educational experience of its students. Students are encouraged to participate in a variety of extra-curricular activities designed to enhance their sense of community responsibility and their capacity for leadership.

Student Government, student organizations, and the student publications, in particular, are not only a vital part of the operation of the institution but also an important part of the students' total educational experience. Students are advised to choose activities wisely and to balance academic activities with participation in service, religious, athletic, social and recreational pursuits.

General administrative responsibility for the Student Services Program rests with the Vice President for Student Affairs and his staff; however, major initiative in developing organizations and activities appropriate to the educational purposes of the college, as well as in implementation of programs which have been planned, is a shared responsibility of students, faculty and staff.

Registration

Registration is the quarterly process of selecting and signing up for classes. Class schedules are published prior to the start of each quarter listing all of the courses to be offered that term. Class schedules are available in the Registrar's Office as well as other campus locations. Preregistration is recommended for a better selection of courses. Each quarter, a student will receive information explaining registration and pre-registration procedures. Students should pre-register or register on published dates. Registration is not completed until the student has complied with all published procedures, has paid fees and tuition, and has met other requirements of the college associated with his/her program.

Adding Courses

Students will be allowed to add courses during the scheduled drop/add period. No classes will be added after this time.

Dropping Courses

A student may drop any course before mid-term by presenting to the Registrar's Office a Drop/Add slip signed by his instructor and faculty advisor (except for those students enrolled in Developmental Studies courses). Students enrolled in Developmental Studies must have approval from both the instructor and the Director of Developmental Studies.

Drops without academic penalty are allowed at any time prior to mid-term unless the student has been previously dropped from the course by the instructor for excessive absences (in which case the grade "F" is assigned). Withdrawal will be indicated by the symbol "W" on the student's transcript; however, the hours will not be used in computing grade averages.

Policy Concerning Student Records

Georgia Military College will abide by the following guidelines concerning student records:

- 1. Inform parents (of minor students) and students of their rights concerning student records kept by GMC.
- 2. Allow parents and spouses of students who have the written permission of their sons or daughters or spouses access to the educational records of their children/spouses.

- 3. Not to disclose personally identifiable information from the educational record of a student to any outside agency without the prior written consent of the student.
- 4. Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of a student.

As a general rule, the following information will be kept by the Registrar (copies will be kept by Distant Learning Centers) and will remain in the student's academic file:

- 1. The official academic transcript (Registrar's Office only)
- 2. The original application for admission.
- 3. Secondary and post-secondary official transcripts.
- 4. Application for graduation/degree.
- 5. Official notice of admission.
- 6. Evaluation of transfer credits.
- 7. Memoranda or correspondence pertaining to:
 - a. Registration form/student schedule.
 - b. Grades / grade changes / explanations and special course descriptions.
 - c. Drop / Add / Official withdrawals.
 - d. Special honors or special problems.
 - e. Name and address changes.

All academic files are destroyed five years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely.

Students have the right to obtain copies of information contained in their education records. Each transcript will have a three dollar charge. Copies of other information in the student's education record will be provided.

Directory Information

Directory Information is considered general and may be released without written consent of the student. It consists of name, address, telephone number, dates of attendance, major, degree received, and those members of athletic teams will have weight and height. Any student may present a written request to the Registrar that such information not be released. However, requests that directory information be withheld from written publication must be received in sufficient time to prevent a delay in processing that publication.

Academic Advisement

Academic advisement is essential to GMC's primary purpose of "preparing students for success in life through a varied curriculum designed to enable students to transfer to senior colleges and universities, to pursue current and new careers, and to become participating citizens in the democratic process".

The purpose of advisement is to facilitate the student in the selection of courses that will be appropriate to the student's needs and goals. The advisement provides an opportunity for the student to get professional assistance in the evaluation, selection, and accomplishment in the educational program that meets educational, professional, and personal goals of the student.

Each student attending GMC is assigned an academic advisor to help the student develop and manage a course selection according to the appropriate degree plan. The advisor is a faculty member who has demonstrated expertise in the selection and planning of course enrollment. All course registration forms must be approved by an academic advisor.

Each quarter there will be an opportunity for the student to meet with the academic advisor and develop a plan of course selection and registration that will complement the student's academic, professional and personal goals.

Each advisement is a cooperative effort that requires the guidance of the advisor and the acceptance of the student to achieve a critical analysis of the education program best suited to these goals. THE STUDENT IS RESPONSIBLE FOR HIS ACADEMIC ENROLLMENT AND TIMELY CHANGES TO HIS REGISTRATION. THE ADVISOR IS BOUND BY THE ACADEMIC REGULATIONS OF THE COLLEGE AND IS NOT AUTHORIZED TO APPROVE A REGISTRATION IN VIOLATION OF THOSE ACADEMIC REGULATIONS.



Advisement Rules

- 1. Know your advisor; find out his/her name. If you don't know, ask and find out! Information may be obtained through the Registrar's office.
- Discuss your goals and plans with your advisor so that the advisor may advise you to course work that supports such goals.
- 3. Inform your advisor of any change in your program or degree plans.
- 4. Plan with your advisor the pre-registration for the next quarter and possible registrations for future quarters.
- 5. If in academic trouble, discuss this with your advisor.
- 6. Correct any registration errors or changes quickly before the drop/add period ends.
- 7. Let your advisor know of your progress.
- If you are having difficulty with your advisor, discuss the matter with the appropriate division chairperson, the Support Services Facilitator or the Vice President for Academic Affairs.
- 9. Keep a record of your advisement and registrations. Get a planning sheet of your degree program.
- 10. Be on time for your advisement appointment.
- 11. Discuss the difficulty level of the courses with your advisor and plan a registration that realistically fits your time and work schedule.
- 12. Don't be shy about what you don't know; ask questions and get answers.
- 13. Discuss any academic trouble you have with the appropriate professor, your advisor, or the Support Services Facilitator.
- Correct any advisement error as soon as possible before the drop/add period is over. Notify your advisor of any problem.

Helpful Reminders

Part of your education here is developing and refining the ability to critically analyze your situation and progress toward a solution.

You are and should be the first person to judge your standing in your classes. If you have difficulty, seek help as soon as possible from: 1) your professor; 2) your advisor; 3) the College Counselor; 4) Division Chairpersons; or 5) the Academic Dean.

Make use of the services provided in the Sibley Cone Library: tutoring in math, English, and science as well as computer systems for reference, career development, and tutorials.

The pursuit of your educational goal is like a job. You must work at developing: a good routine, interpersonal skills, critical analysis skills, a system of how to get help, solutions to problems, how to anticipate potential problems, and how and when to have fun.

P.S. You don't need to have problems to make use of all the support services; they may help you improve your ability to make that top grade.

Important Reminders



Grade point averages are very important. Your GPA will determine whether you graduate, where you are accepted, and what grants or scholarships you may get. KNOW YOUR GPA AND YOUR POTENTIAL GPA. CALCULATE WHAT IT WILL TAKE TO MAKE YOUR MINIMUM AND MAXIMUM GPA.



Pick your courses according to need, study requirements, time restrictions, and GPA. GET WITH YOUR ADVISOR TO DETERMINE THE BEST LOAD.



Life demands time management. The successful person is one who learns to control time rather than be controlled by time. Study assigned material before the class so that you are prepared to respond with some knowledge. Make a schedule and stick by it. Make room for a minimum of one hour of study per hour of class. SET PRIORITIES FOR STUDY AND CLASS WORK.



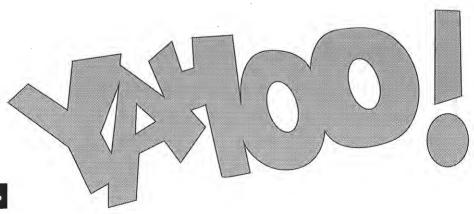
Get the help you need at the time you need it. Don't wait until the end of the quarter to ask for help. MAKE USE OF THE FACILITIES AT GMC AND IN THE COMMUNITY. DON'T BE SHY, YOU ARE EXPECTED TO NEED HELP!



Take control of your life and your success. Manage yourself before you are managed by circumstances that you could have changed. REMEMBER THAT EDUCATION IS A PART OF REAL LIFE; REGARDLESS OF THE EXCUSES, YOU USUALLY HAVE TO PAY THE PRICE.



Many times we live in the past by making excuses or we live in the future by making big plans. You should be living in the now. Don't put off doing what you can do now. Learning is comparing the present with the past and planning action toward future goals. DON'T HIDE IN THE PAST OR DAYDREAM ABOUT WHAT MAY NEVER BE REALIZED; LIVE IN THE PRESENT SHAPED BY THE PAST AND DIRECTED TOWARD A FUTURE GOAL.



Grade Point Average and Success

One of the most important scores to keep up with is your "grade point average"; usually referred to as GPA.

Grade point averages are important scores that will determine:

- a. Entrance into college or specific educational programs.
- b. Eligibility for financial aid, scholarships, and grants.
- c. Eligibility for graduation.
- d. Eligibility for employment.

A grade point average is obtained from dividing the total number of quality points earned for courses by the total number of credit hours.

Quarterly GPA is obtained by adding the total number of quality points earned for the courses in any one quarter and dividing that total by the total number of credit hours carried in that quarter.

Cumulative GPA is obtained by adding the total number of quality points earned for all courses taken and dividing that total by the total number of credit hours taken.

Quality Points (QP) are numerical values given for letter grades: A = 4, B = 3, C = 2, D = 1, F = 0. These points are earned per course hour. In order to determine the total QP for a course, we must multiply the numerical grade value by the number of credit hours earned in the course.

Example: ENG101 B (3) x qtr hrs (5) = 15 QP

How To Compute Your GPA

Courses	Grade	Credit Hours	QP
ENG 101	C (2)	5	10
GMC 100	A (4)	2	8
MAT 101	D(1)	. 5	5
Totals		12	23

Test Taking Hints

Tests are a fact of life in education. They are the measure of the quantity and quality of your knowledge and understanding. LEARN HOW TO TAKE TESTS.

1. PRACTICE TESTING.

While studying, test yourself by developing questions on the material, using the summary questions at the end of the chapter, and by using flash cards.

2. ANXIETY CONTROL.

Anxiety blocks memory. Do some physical exercise to limber up. Take deep breaths. Cramming may only increase your anxiety and confuse your memory. Don't rush into a test and out of one.

3. GET FAMILIAR.

Look over the whole test; get familiar with the lay of the test. Read the instructions. Note the credit for each question, the time limit, and the number of questions.



4. TYPES.

True and False

Answer always. You have fifty percent chance of getting a right answer. Remember a partially true is false.

Multiple Choice

You have twenty five percent chance of a right answer. Read the whole statement. Make sure you understand the statement. Look out for qualifying words (not, except, all).

Fill In The Blank

Look for key words in the given statement. Read the given part carefully. Look for hyphenated blanks.

Essay

Think before you begin your answer. Break your answer down into three or more parts and a summary. Outline your concepts in the first introductory sentence and follow your outline.

New Student Orientation

At the beginning of Fall Quarter, an orientation program is held to acquaint new students with the staff, faculty, services, and facilities of Georgia Military College. Registrations, academic advisement, health services, student activities, rules and regulations, and academic affairs are also discussed during orientation. On main campus, a day and evening orientation is held so that all students have an opportunity to attend. Orientation is also held at the Distant Learning Centers and Extension Centers.

Campus Bookstore

The GMC Bookstore is an institutionally owned and operated auxiliary enterprise that operates as a self-supporting facility for the use and benefit of the college community. The bookstore provides textbooks and supplies necessary to support Georgia Military College in its instructional programs. In addition to textbooks, the bookstore on main campus carries uniforms, school supplies, study aids, and miscellaneous items.



Student Center (Main Campus in Milledgeville).



Normal hours of operation are from 10:00 a.m. - 5:00 p.m., Monday through Friday. The bookstore is closed weekends and holidays. Extended hours of operation are offered at the beginning of each quarter and will be posted in the bookstore.



On main campus, textbook buy-back is conducted by the Follett Used Book Company during finals week of Fall, Winter, and Spring quarters. Only textbooks with current market value will be purchased. At Distant Learning Centers, procedures vary. Check the policy with the Center Director.



Every attempt is made to have all required and recommended textbooks and supplies available. Occasionally, some items may not be available due to one or more of the following:

- 1. Publisher or vendor is out of stock.
- 2. Unanticipated enrollment in a course.
- 3. Partial or mis-directed shipments.
- Late textbook or merchandise options.



Personal checks will be accepted for the amount of purchase and must be made payable to GMC Bookstore. The bookstore is unable to cash checks.



All requests for refunds must be accompanied by a cash register receipt dated for the current quarter. Merchandise must be returned within seven business days of purchase. Full price will be refunded provided the merchandise has not been damaged in any way. Original packaging must be in place. Defective merchandise may be returned for replacement unless a manufacturer's warranty provides other means of replacement or repair. The following merchandise is non-refundable:

- 1. Special orders.
- 2. Computer software.
- 3. All Sale/Clearance merchandise.
- 4. Used books.
- 5. Uniforms which have been worn, washed, dry cleaned, or altered in any way.



Textbooks purchased at the beginning of each quarter may be returned for a refund subject to the following conditions:

- 1. All requests for refunds must be accompanied by the original cash register receipt dated for the current quarter.
- 2. Textbooks must be returned within the first seven days of classes.
- 3. Full price will be refunded on new books provided there is no writing or marks of any kind. This includes pencil markings and carelessly handled textbooks.
- 4. Twenty-five percent will be deducted from the purchase price, if the new book has been written in.
- 5. All price labels must be in place.
- All shrink-wrapped textbooks must be returned in original condition. No re-wrapping will be allowed.
- Textbooks purchased after the refund period or during the week of finals are non-refundable.
- 8. Defective new books will be replaced at no charge during the quarter of use. Defective used books will be handled as each problem occurs.
- 9. Refund dates will be posted in the bookstore.
- 10. There will be no refunds on the following: Cliffs Notes, study guides, solutions manuals, course books, dictionaries, test review guides, reference, mass market, trade paperbacks, novels or books that have a non-returnable label.
- 11. The above policy applies to <u>all students</u> including those students on financial assistance programs which allows them to charge their books.

Required textbooks are based on faculty selection. The bookstore encourages students to attend class before purchasing books.

I.D. Cards (Main Campus Only)

Students taking twelve or more hours pay a student activity fee. These students may receive a student ID card. Students taking five hours or less do not pay a student activity fee; however, they may elect to receive an ID card for use in the library, dining facility, and bookstore when the card system is installed in these facilities.

ID cards for students taking five or more hours, will be made and validated during all registration hours. There is a five dollar replacement fee for lost or stolen ID's.

Student Health Services (Main Campus Only)



The Student Health Services Program at Georgia Military College exists to help meet the medical needs of students on campus. A school nurse is available for first-aid treatment and physical assessment of minor illnesses and injuries. Provisions are made for handling emergency cases. The student, not Georgia Military College, is responsible for doctor's fees and other charges.

In emergency situations, transportation to the physician's office or the hospital emergency room is arranged for all students by the school nurse or college security official. All students' medical records are strictly confidential. Parents are notified in case of any serious injury or illness.

All new barracks students, main campus only, except for those who have religious objections and students whose physician has certified that they cannot be immunized because of medical reasons, are required to submit a certificate of immunizations (measles, mumps, rubella) prior to attending class. The Office of Admissions will provide all new students with the certificate of immunization form. New students, barracks only, who do not complete this requirement will not be permitted to register for class. Additionally, all accepted applicants are urged to voluntarily make known to the Director of Admissions any handicap or special need they have in order to assist the college in safeguarding their health while enrolled.

Insurance (Main Campus Only)

Our first concern is the health and safety of the students. To that end, we purchase a 24 hour coverage accident and injury group insurance policy for all college cadets and all participants in any athletic program. Catastrophic injuries are covered by the National Junior College Athletic Association (NJCAA) policy for college athletes.

The insurance purchased for the student with the student's insurance fee by the school is a group policy. This insurance is "extended coverage" insurance, that is, the claimant's <u>other</u> insurance is first exhausted, and then, this insurance becomes effective to pay any further claims subject to policy limitations. In addition, this insurance will pay deductible amounts, up to two hundred fifty dollars, that the other insurance deducts from a claim.

Because this is the student's insurance, not school insurance, care providers bill the student/parents for treatment, not the school and the student is responsible for filing the claim. The Commandant, nurse and athletic department personnel will assist with first notice claim for accidents occurring during a school sponsored activity. Inquiries about reimbursements or claim status should be addressed directly to the insurance company.

Non-cadet or civilian students are responsible for obtaining their own health care insurance. Cases of on-campus emergencies that can be treated by our health services personnel do not require health care insurance.

Housing (Main Campus Only)

Georgia Military College provides housing for all boarding cadets, high school, college, male and female.

All female and high school male cadets are housed in Main Barracks along with some of the male college cadets. The remaining college cadets are housed in Vinson Hall.

Basically, the rooms accommodate two cadets; however, Vinson Hall does have several rooms that will accommodate four cadets. In each room, there is a bunk bed, a desk, chair, and closet for each cadet. There is one chest of drawers to be shared. Each student is furnished a desk/study lamp. Each room is supplied with a Blue Book (Cadet Rules and Regulations). Responsibility for the Blue Book is shared by the roommates. This book provides the order in which all clothing, supplies, etc. are to be kept and the proper display of toilet articles, etc. In addition, it tells what is expected of cadets, conduct-wise, in the barracks.

GMC has no facilities on-campus for housing non-cadets or civilian students at the present, nor does the college sponsor any off-campus housing. However, a student requiring assistance in locating suitable housing should contact the Office of the Vice President for Student Affairs.

Parking (Main Campus Only)

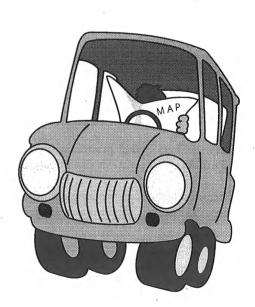
Every GMC student and GMC staff and faculty member parking a vehicle on GMC property will have a GMC parking permit. GMC parking permits are issued at the GMC Security Office located on the first floor foyer of Main Barracks. Telephone 454-2740.

Visitors and vendors will park in designated spaces. Visitor parking is limited to thirty minutes. Parking in the following places is restricted to GMC staff and faculty as designated by signs:

- 1. Old Capitol Building.
- 2. Main Barracks.
- 3. DeWitt House Parking Lot.
- Engineering Building.
- 5. Jenkins Hall.
- 6. Wilder Hall.
- 7. Cordell Events Center.
- 8. Sibley Cone Library.

Handicapped parking places are clearly marked in the vicinity of the:

- 1. Old Capitol Building.
- 2. Cordell Events Center.
- 3. Sibley Cone Library.
- 4. Jenkins Hall.



On-campus student parking is limited to: 1) spaces on the south side of Vinson Hall and 2) open parking in the DeWitt Parking Lot on the south side of Franklin Street.

Students parking off-campus are expected to obey appropriate Milledgeville city ordinances. The drill field is that asphalt area bounded by the Old Capitol Building, Whitfield Hall, Davenport Field, and the student canteen.

The drill field is off limits to parking from 7 A.M. to 5 P.M. for use by GMC cadet formations.

GMC Security Officers will set up parking plans for GMC special events such as football games. Officers will be present to direct traffic during those periods.

Persons issued parking tickets have five working days to pay fines and to appeal tickets and penalties. Fines can be paid any business day between 8 A.M. and 5 P.M. at the GMC Business Office located on the main floor of the Old Capitol Building. Individuals who want to appeal fines or tickets may do so in writing.

Appeal forms may be obtained from the GMC Security Office located in the main floor foyer of the Main Barracks or by written appeal through the:

GMC Security Office ATTN: Commandant of Cadets 201 East Greene Street Milledgeville, GA 31061

Persons having unpaid fines or fees at the end of a quarterly grading period will not receive an official transcript of grades nor be allowed to register for course work until all fines and fees have been paid. Graduating students will not receive a diploma until all fines and fees have been paid.

Parking Violation Penalties

Penalties will be assessed as listed below.

Parking Permit:	No Permit \$10	.00	Expired Permit \$10.00
Illegal Parking:	Out of Zone \$6.6 Against Flow \$6.0 Yellow Marking \$6.0	00	No Park Zone \$6.00 Lawn/Sidewalk \$6.00 Double Parking \$6.00
	Service Area Fire Lane Tow Zone	\$45.00 Tow \$45.00 Tow \$45.00 Tow	Fee + \$6.00/Day Impound Fee Of Fine / \$45.00 Tow Fee /

Telephones (Main Campus Only)

Public telephones are located on the bottom floor of the Old Capitol Building, Gym, Student Center, and each floor of Main Barracks and Vinson Hall.

For locations at Distant Learning Centers, contact Center Director or staff.



Security Office (Main Campus Only)

Georgia Military College (GMC) Security Officers are on duty 24 hours each day, including weekends and holidays. A Security Officer can be reached by calling (912) 454-2740. Voice mail messages can be left at this number if there is no answer after five rings. On-duty Security Officers can be reached on pager by dialing (912) 451-2166 and entering your telephone number followed by the "#" sign. It is not necessary to dial the area code for these numbers if the call is being made within the Milledgeville, Georgia local area. The GMC Chief of Security can be reached on pager by calling (912) 451-2167. Persons unable to reach a GMC Security Officer weekdays between the hours of 7:00 a.m. and 5:00 p.m. may call the Office of the Commandant of Cadets at (912) 454-2710 or 454-2711.

Dining Services (Main Campus Only)

The Georgia Military College Dining Facility located in the basement of Main Barracks offers a hotline breakfast featuring a wide variety of choices; a hotline lunch and hotline dinner, serving main entrees with a selection of vegetables. A variety of short order items are also available during lunch and dinner accompanied by a delicious salad bar. Soft serve ice cream is available on selected days.

Other services offered by the Dining Facility include: banquets, buffets, and luncheons with a catering service.

For \$20.00, students get \$25.00 credit by using their student I.D. cards or they can pay by cash. The snack bar is strictly cash purchase. GMC's dining facility is owned and operated by GMC and must be self-sustaining.

Cafeteria Hours

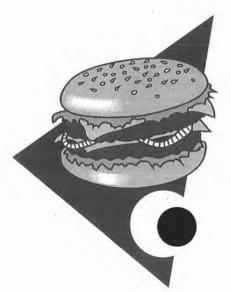
Monday thru Friday

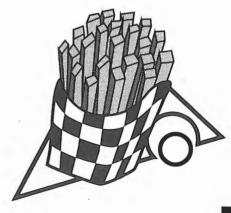
Breakfast - 7:00 a.m. until 8:00 a.m. Lunch - 11:00 a.m. until 1:00 p.m.

Dinner - 5:00 p.m. until 6:30 p.m.

Saturday and Sunday

Breakfast - 9:30 a.m. until 11:00 a.m. Dinner - 4:30 p.m. until 6:00 p.m.





Notes

Student Activities



Student Activities

The Student Activities Program is administered through the Vice President of Student Affairs and is sponsored and advised by the Student Activities Committee and Assistant Dean of Students. The Student Activities Committee is composed of representatives from each academic area, athletics, drama, alumni affairs, student services, and a sophomore, freshman, and one cadet student representing the student body. Students are key in presenting student interests and needs to the Activities Committee. Activities include movies, dances, lectures, guest entertainers, concerts, field trips, student publications, intramurals, and club activities. Notices of upcoming activities are posted on the campus bulletin boards, monthly activities calendar, and faculty announcements in the classroom. Students who wish to suggest activities should contact one of the student representatives or the President of the Student Government Association. Student activities are conducted primarily on main campus. Students at Distant Learning Centers do not pay activity fees; however, limited activities are provided at some of the centers.

Campus Publicity

On main campus, the Student Activities Office is responsible for the maintenance of student activity bulletin boards and the posting of all advertisements. Posters, flyers, banners, announcements, personal ads, and notices must be submitted to the Student Activities Office for approval and actual posting unless arranged in advance. The Student Activities Office reserves the right to remove any items of publicity not tastefully posted or properly approved. Items posted at Distant Learning Centers must be approved by the Center Director.



Guidelines for Officers for All Clubs/Organizations

The following guidelines are to be followed when electing officers for each club/organization with the exception of the Phi Theta Kappa, the college Honor Society.

A student who is running for any office must maintain at least a 2.0 cumulative GPA to be eligible to serve as an officer.

Officers generally include: President, Vice President, Secretary, Treasurer, Publicity Chairman.

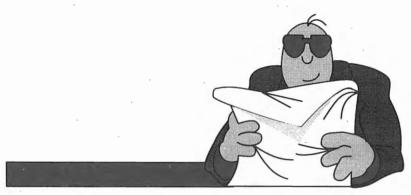
The GPA for prospective members of Phi Theta Kappa is 3.0 GPA.

Clubs/Organizations Policy
On Drugs and Alcohol

Any student organization which knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance or a dangerous drug, at any social or otherwise, when such sale, distribution, serving, possession, consumption or use is not in compliance with the laws of the state, shall have its recognition as a student organization withdrawn for a calendar year from the year of determination of guilt. The organization shall also be prohibited from the use of all property and facilities of the institution. These disciplinary actions are subject to administrative review.

Student Government Association

Georgia Military College has a Student Government Association (SGA) at the Main Campus and a designated student government representative at each Distant Learning Center. The SGA deals with student concerns, promotes understanding within the college community, and administers all matters which are delegated to the student government by the President of Georgia Military College. SGA serves as the primary student voice to the administration in college affairs. Students are encouraged to participate in SGA and in the institutional decision making process. Elections are held yearly. Officers are elected by the student body and normally serve for one year. Responsibility for governing the student body is vested in the students themselves. (The constitution containing policies and procedures is available in the Office of the Assistant Dean of Students.)



Student Publications

The official student publications on campus include "GMC Today," the student newspaper; "Cannoneer," the literary magazine; and "Recall," the college yearbook. These publications are produced by students under the supervision of faculty advisors.

All student publications shall maintain high standards for responsible journalism. All news stories shall avoid undocumented allegations, attacks on personal integrity, harassment and innuendo and all other forms of personal opinion or bias.

Sponsors of all student publications shall submit a yearly budget request to the Assistant Dean of Students.

Intramural Athletics



The intramural sports program is open to all students, faculty, and staff on main campus. An extensive competitive sports program for men and women, designed to offer a wide range of activities that will meet the needs and desires of a majority of students, is available. A positive effort is made to provide a well-organized and supervised program. The Student Activities Committee advises the Vice President of Student Affairs as to student needs. Activities include flickerball, flag football, basketball, softball, volleyball, billiards and table tennis tournaments, tennis, badminton, fishing, bowling, and other activities. Intramurals are encouraged at Distant Learning Centers.

Clubs and Organizations



Student Government Association

The Student Government Association serves as the student voice to the Administration in college affairs.



Debate/Speech Team

The purpose of the Debate/Speech Team is to develop confidence and expertise in public speaking and enhance vital communication skills through participating in argumentative and interpretation through structural, judged competition. The members of the Georgia Military College Team travel to several tournaments involving both debate and individual speaking events. It is recommended that students with minimal experience register for English 261, Public Speaking.



Drama/Art Club

The Drama Club is open to all interested students. Workshops and one act plays are planned so that students may learn the techniques of acting, directing, play-writing, stage-lighting, stage make-up, set design, and set construction. Qualified students will be encouraged to choose and direct short plays for a variety of performing situations. It is the intent of the club to be as flexible as possible in meeting the students' needs and interests.



The "Cannoneer" is a compilation of student writing and art. It is published on main campus yearly under the area of the Humanities Division, using funds from the Student Activities budget. Students from all sites are encouraged to submit their work, join the staff, and enjoy the imaginative variety of student creations when the "Cannoneer" comes out in the spring.



"GMC Today" is published on main campus quarterly. It is written, produced, and published by students from all sites under the supervision of the Humanities Division. Financed by the Student Activity budget, it provides opportunities for students in creative writing, reporting, interviewing techniques, business and design. All students, alumni, faculty, and staff are encouraged to read and contribute articles to "GMC Today".

Yearbook

"Recall" is an illustrated record of the college year. The yearbook is put together and published through a student yearbook staff and faculty sponsor. All students are invited and encouraged to apply for positions on the staff.

Phi Theta Kappa

Phi Theta Kappa is an international honor society for students in two year colleges. Since its founding in 1918, Phi Theta Kappa has been the only national honor fraternity for junior colleges. It serves to promote scholarship, develop character, and cultivate fellowship. To be eligible for Phi Theta Kappa, a student shall be of good moral character, shall possess recognized qualities of citizenship, shall participate in the development of chapter projects, and shall have established academic excellence as judged by the faculty sponsor in accordance with guidelines set by the International Constitution. Membership is by invitation only.

Cheerleaders (Main Campus)

The cheerleaders promote school spirit for athletic events. They are selected by annual tryouts held each Fall term.

- Chorus (Main Campus)

Membership is open to all interested students. The chorus plans several off-campus performances as well as on campus for students, faculty, staff, and community. Additional information is available from the chorus director.



Color Guard/Drill Team (Main Campus)

Open to any student enrolled in ROTC at GMC, the Color Guard/Drill Team promotes the spirit of competition and discipline through the performance of precision executional military drill. The team often competes at National level competitions at various locations throughout the Southeast.



Opposing Forces Team (Main Campus)

This team is open to all GMC students. Its purpose is to provide members a basic knowledge of small unit tactical operations. The club challenges its members through participation in field training exercises, outdoor adventure training and various other activities. The faculty advisor is a member of the Military Science Department staff.



Rifle Team (Main Campus)

The Rifle Team is open to GMC students enrolled in ROTC. Its purpose is to provide members an opportunity to compete in rifle marksmanship activities at the collegiate level.



Ranger Team (Main Campus)

The GMC Ranger Team is open to all enrolled ROTC students. Its purpose is to provide members an in-depth look at advanced tactics, focusing on small unit patrolling. The club offers its members the challenge of increasing self-discipline and physical stamina through challenging field exercises, white water rafting trips, and rappelling exercises. The Ranger Team is under the supervision of the Military Science Department Staff and a faculty sponsor.



Ranger Challenge Team (Main Campus)

The Ranger Challenge Team is ROTC's varsity sport. A ten-member team competes at State and Brigade level competition against other collegiate teams in such events as orienteering, M-16, M-60 weapons assembly, rope bridging, hand grenade assault course, and a 10-kilometer forced march. The Ranger Challenge Team is supervised by the staff of the Military Science Department and a faculty sponsor.



Notes

ersonal Support Services



Personal Support Services

GMC has created a Department of Personal Support Services to develop, organize and coordinate four major services: personal problem assessment and assistance; academic advisement and guidance; career planning assistance; and training programs for students. We call these services by the acronym PACT (for Personal Problem, Academic Advisement, Career Planning and Training). The Director is located on Main Campus. Each Distant Learning Center has a person appointed by the Director to serve as the Support Services Representative.

The Support Services Representative in the department is the person who may help the student in evaluating a personal problem and assisting in getting help. He is also the person who may assist the student in evaluating an academic problem and help tailor a solution.

Each quarter, GMC provides the student with an opportunity to identify academic weaknesses and correct them. Within the first three weeks, professors will be asked to identify students with academic problems and refer them to the department. Mid term grades are reported in the form of a "D" and "F" list. Academic seminars are conducted at the third week, mid-term, and during the week before finals by department staff.

Free tutoring is offered in the areas of math, English, and science every quarter. On Main Campus, the third floor of the Old Capitol Building contains a computer lab for student use. At Distant Learning Centers, the Center Director may be contacted for information on computer availability.

At least once a year the Personal Support Services Department will provide a Career Day on main campus, giving the student an opportunity to get information about college transfer, career planning and employment.

Through video aids, GMC 100 courses, seminars and individual guidance, the Department will provide training and awareness on such student life issues: date rape, interpersonal skills, relaxation, drug and alcohol use, depression and stress management.

Educational Support System

Georgia Military College offers the student a number of support programs and services designed to maximize the opportunity for the student to excel academically.

- 1. Initial transcript evaluation (for transcripts received) will be done prior to admission to determine difficulties and the proper placement in math and English courses.
- Placement examinations in reading, English, and math will be conducted for those applicants who are in need of further evaluation. Scores on these tests will ensure placement in the proper level of courses in math and English.
- 3. GMC offers remedial courses in math, English, and reading to prepare the student for college level coursework in the humanities and mathematics.
- 4. The college provides to all students the resources of tutors in math, science and English. This tutoring is at no charge to the student and is available regularly through the week nights. On main campus, in addition to the tutor, the college has a computer lab and a library automated with computer, audio visual and informational aids to assist the student.
- 5. The college will provide effective advisement and placement services for scholarship students that allows for course assignments that will be tailored to the individual academic strengths of the student. By proper advisement and registration, the individual will be able to maximize academic strengths without jeopardizing grade point standing.
- 6. The college provides an Early Alert System at the third week and at mid term. Students having academic difficulty are identified by the professor and referred to the tutor and the Director of Personal Support Services or the Distant Learning Center Representative for academic counseling. Each student identified is mailed a notice of the problem and academic information. They are directed to meet with the Director of Personal Support Services or a representative and discuss the problem. A personalized plan of action is developed to remedy the problem. Personal support is available from the faculty, staff and the Department of Personal Support Services.
- Academic seminars and orientation courses provided by the Department of Personal Support Services are conducted to further assist the student in improving academic skills.
- 8. All students who fall into probationary status are tracked by the Director of Personal Support Services or the Distant Learning Center Director or Distant Learning Center Representative. Every quarter, each probationary status student is informed by mail of the probationary status and receives written information and directives concerning GPA and the support systems available.

Personal Problem Assessment & Referral Assistance

Georgia Military College recognizes that the student will experience personal stressors in the academic environment. The student experiencing personal problems has, many times, much difficulty in successfully completing academic and personal goals.

The Department of Personal Support Services offers the opportunity for students to receive assistance in evaluating their personal problems and in developing a plan of action to remedy them. Counseling is limited to assessment, assistance, and referral. Counseling does not include therapy for personality disorders, family dysfunction, long term or chronic mental disorders, or professional testing for psychological evaluation, vocational rehabilitation or learning disabilities.

The function of the Department is to provide a personal forum for the student to talk about the general problem, to receive an opportunity to assess the problem and develop an action plan to remedy the problem. Through a structured interview process, with competent and caring Support Services Staff, the individual stressors may be identified and realistic action plans developed. The action plan may include referral to particular resources in the community. Such referral may include assisting the individual in contacting the sources and making appointments.

Academic Advisement & Guidance

The Department of Personal Support Services also recognizes the primary function of GMC is to provide educational programs that further the individual toward transfer to institutions of higher learning, direct application to present job requirements, and application to job advancement.

The Department provides assistance in the development, organization, and implementation of an orientation program for Academic Advisement. Support Services Representatives also assists faculty in providing advisement to those students with academic problems, learning disabilities, or specific problems that require special consideration.

For the student, the Department may function as a secondary resource for advisement analysis and evaluation. Specific academic problems and plans to remedy those problems may require readvisement and a change of registration.

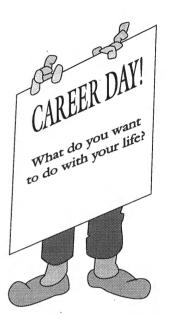
The Support Services Staff or Distant Learning Center Representative provides a counseling assessment with recommendations to the student and faculty advisor to help promote advisement that is sensitive to the individual needs of the student.

The Department staff endeavors to promote better interpersonal contact between the advisor and advisee. Problems between the advisor and advisee may often be minimized through the mediation of the Support Services Staff or Distant Learning Center Representative.

Career Guidance

The Department sponsors the development, organization and coordination of a college career day. During this time, representatives from colleges and local industry are available to provide accurate information for transfer and job planning.

The Department also maintains a section of audio-visual aids and literature addressing the areas of: resume writing, interview skills, research techniques for career and academic development, resources for information on academic and career programs and self scoring career questionnaires.



Training Programs For Students

The Department of Personal Support Services develops, organizes and sponsors a Program of Education and Training that includes seminars, group activities and individual access videos, computer programs, and literature. A major thrust of the Program is assisting the student in coping with life issues (interpersonal skills, drug and alcohol issues, career directions, academic problem remedies, learning skills, and critical analysis skills). Each quarter the Department conducts three academic seminars dealing with advisement, test taking, study skills, and critical evaluation, stress management and relaxation training.

The Department also sponsors study groups that allow students to address other life issues important to their successful academic career at GMC. The Department provides a list of audio visual aids and literature that addresses various life issues.

Disabilities Policy

Georgia Military College recognizes the right of the student with disabilities to receive access to educational programs. The college is committed to providing reasonable, realistic accommodations to the particular needs of the student with disabilities. It is the policy of GMC to comply with the provisions of the Americans with Disabilities Act (42 USC 12132) and the Education of the Handicapped Act (20 USC 1400 et seq.)

Resources

The resources at GMC are limited for the handicapped student. The college presently does not have a specialized program for students with disabilities. We do provide free tutoring in the areas of math, English, and science; counseling services; audio-visual aids for many courses; computer labs and a learning center in the library on main campus; and smaller student/professor ratio.

Definition & Classification

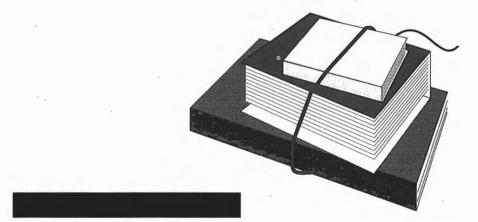
Disability is defined as either a physical or mental impairment that substantially limits one or more life activities.

To be classified as a student with a disability, the student must submit an official record of the disability or be determined as disabled by the ad hoc Disabilities Review Committee (DRC).

Procedures

- Written notification of a disability must be submitted by the student to the college. The notification should be accompanied by documentation of the disability.
- The DRC will review the notification based upon the following criteria: documentation evidence, specific limitations of the disability, degree of impairment, permanency of the condition, required support accommodations, and GMC resources.

- The DRC will give written notification to the student of the findings. Such findings will contain recommendations specific to the disability requirements and the resources of the college.
- 4. The student must formally accept or reject the findings by signature.
- The student may appeal the findings of the DRC to the President of the college; such appeals must be submitted in writing to the President of the college within fifteen days of the student's receipt of the report.
- 6. The President of the college may direct a reevaluation by the DRC, review by the executive staff, or determine the issue by personal review.
- 7. During the initial review and during the appeal review, the student may be asked to furnish additional documentation concerning the disability.
- The Director of Personal Support Services will monitor the progress of the accommodation plan.
- 9. Annual review of the student progress will be conducted.
- 10. It will be the responsibility of the student to notify each professor of the accommodation plan developed by the DRC.



Sibley-Cone Library (Main Campus Only)

The mission of the Sibley Cone Library is to ensure that students, faculty and staff have access to and are able to be effective users of the ideas and information. To accomplish this end, the Sibley Cone Library will provide current, unbiased materials on the level of its reading public, will make available to all faculty, staff and students the resources of the library, will assist in the use of these materials, will provide access to materials not located in the library, and will provide opportunities designed to foster life long learning on the part of the patrons served.

In order to accomplish its mission, the Sibley Cone Library will provide intellectual access by providing materials which represent all areas of the curriculum in various formats on the level of the patron served; physical access by providing a carefully selected and well organized collection in various formats, interlibrary loans for materials not held, and instruction in use of the equipment necessary to use the material in whatever format it is held; assistance in the use of instructional media and information technology; activities which contribute to lifelong learning; resources and learning activities which represent a diversity of experience and social and cultural perspectives; resources and activities which support the principles of intellectual freedom.

The library is a fully integrated part of the curriculum, staffed by professionally trained librarians working in full cooperation with the administration, faculty, staff and students and committed to providing unrestricted access to information and ideas.

Collections

Collections. The library's book and video collections are arranged on the shelves by the Dewey Decimal System of classification. The card catalog provides an alphabetical list of items by author, title and subject. Because the online catalog is being developed and is only partially completed, both the card catalog and the online catalog should be consulted to assure that all resources have been located.

Periodicals are found in print, microfiche, and CD-ROM formats. Paper and microfiche copies of magazines are arranged alphabetically by title. ProQuest, a CD-ROM periodical database provides full text access to over 300 magazine titles. NewsBank, also in CD-ROM format provides access to key articles from over 100 newspapers. Both ProQuest and NewsBank articles may be printed from the workstation if desired and equipment is provided to copy paper and microfiche.

The library has a variety of reference materials available in multimedia format. There is always a librarian on duty to assist with the use of the multimedia computers and programs. The programs include encyclopedias, indices, atlases, almanacs, and interactive multimedia.

Computer materials and periodicals are available for in-library use only. Books other than reference and reserve books may be charged out for a two week period and may be renewed for an additional two weeks unless another person has requested them. When the library is closed, materials may be returned through a book drop located in the door at the south end of the building.

Equipment & Services

In addition to the collection of books, periodicals, videos, and computer materials, the library provides photocopy equipment with copies being ten cents each. The library also provides VCRs and monitors, overhead and opaque projectors, and audio cassette recorders for library and classroom use. The staff is available to assist with use of lamination equipment, video and audio tape productions, and use of the lettering and labeling equipment.

Library Computing Services

Computers located in the library are primarily for use with library reference materials. There are tutorial and interactive learning materials available for use on library computers.

Reserve Collection

Reserve materials, (special materials needed for class assignments) are kept at the circulation desk and may be used only in the library so that all students will have access to them.

Library Hours

7:45 am - 9:30 pm Monday - Thursday

7:45 am - 4:00 pm Friday

7:45 am - 1:00 pm Saturday

6:00 pm - 9:30 pm Sunday

The library is closed on school holidays.

There is trained library staff on duty any time the library is open. Suggestions for improved or increased services are always welcome.

Notes

Student Code of Conduct



Student Code of Conduct

Georgia Military College in fulfilling its purpose and mission must have the cooperation of each of its students. The students at GMC must be responsible citizens. As responsible citizens, they must abide by all local, state and federal laws. In addition, GMC students must respect the college policies and regulations which have been placed in the Student Code of Conduct. Any student found guilty through due process of breaking the law or of infraction of the Student Code of Conduct may have disciplinary measures brought against him/her.

The Dean of Students is the Administrative Official with primary responsibility for civilian student discipline, the Commandant for the Cadet Corps, and the Distant Learning Center Director for student discipline at the centers. Cadets also have specific rights and responsibilities covered in the Cadet Rules and Regulations manual and the Cadet Honor Code.

Discipline measures at GMC are seen as part of the educational process used to assist students in the development of personal, social, and civic responsibilities.

The listing of violations found in the Student Code of Conduct should not be considered all inclusive and its items are subject to change.

Academic Irregularity

See Student Academic Dishonesty, Academic Affairs, Section One.

Non-Academic Irregularities

Georgia Military College recognizes and supports the laws of Georgia with respect to the sale, use, distribution and possession of alcoholic beverages on college campus as well as within the state-at-large. To this end, Georgia Military College has endorsed a program designed to enhance awareness and curb abuse of alcohol by students and their friends at GMC.

To assist in the implementation of alcohol awareness programs and to enhance the enforcement of state laws on campus, educational classes sponsored by or through the Office of Student Affairs are to enhance the awareness of alcohol and to curb its abuse. These classes are designed to teach and develop within students a sense of responsibility with respect to the use of alcohol.

- a. The sale, use and/or distribution of alcohol is prohibited on campus or at any event sponsored or supervised by any college recognized club or organization.
- b. No student or participant shall be in an intoxicated condition manifested by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, or unbecoming language.
- Individuals and clubs violating this policy will be subject to disciplinary action as outlined in this student handbook.
- Damage to Property. Malicious or unauthorized intentional damage or destruction of
 property belonging to the college, to a member of the college community, or to a visitor to
 the campus is prohibited.
- Disorderly Assembly. Assembly on campus for the purpose of creating a riot, destruction
 or disorderly diversion which interferes with the normal operation of the college is
 prohibited. This should not be construed so as to deny the rights of peaceful,
 non-disruptive assembly.

Obstruction of the free movement of persons about the campus, interference with the use of college facilities, or motivally interfering with the normal operation of the college is prohibited.

The abuse or unauthorized use of sound amplification equipment indoors or outdoors during the time when classes are in session is prohibited.

4. Disorderly Conduct. Disorderly conduct or breach of the peace on college property, in college facilities or off campus when participating in a college activity is prohibited.

Pushing, striking, or physically assaulting any member of the faculty, administration, staff, student body, or any visitor to the campus is prohibited.

Conduct on college property or in college facilities which materially interfere with the normal operation of the college is prohibited.

Entering or attempting to enter any dance, social, athletic, or any other event sponsored or supervised by the college or any recognized club or organization without credentials for admission, i.e. ticket, I.D. card, or invitation, is prohibited.

- The possession or use (without valid medical or dental prescription), manufacturing, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law on college property or in college facilities is prohibited.
- Falsification of Records. No student shall alter, counterfeit, forge, falsify, or cause to be altered, counterfeited, forged, or falsified, any record, form or document used by the college.

- 7. Explosives. No student shall possess, furnish, sell, or use explosives of any kind in or on college property.
- 8. Fire Safety. No student shall tamper with fire safety equipment. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited. No student shall set or cause to be set any unauthorized fire in or on college property. The possession or use of fireworks in or on college property is prohibited. No student shall make, or cause to be made, a false fire alarm.
- 9. Weapons. Students are prohibited from possession of firearms in or on college property except by law enforcement officers, judges, and district attorneys. The possession or use of any other offensive weapon is prohibited.
- Hazing. All acts, rites, and ceremonies of induction or invitation into any college club, or organization which tend to inflict or allow physical or mental abuse is prohibited.
- 11. Smoking, eating, and/or drinking. Smoking, eating, and/or drinking are prohibited in areas so designated. Prohibited areas include all classrooms, laboratories, and other areas where such restrictions are posted.
- 12. Student I.D. Cards. Lending, selling, or otherwise transferring a student I.D. card is prohibited. The use of a student I.D. card by anyone other than its original holder is prohibited.
- 13. Theft. No student shall sell a textbook not his own without written permission of the owner. No student shall take, attempt to take, or keep in his possession, items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.
- 14. Unauthorized Entry or Use of College Facilities. No student shall make unauthorized entry into any college building, office, or other facility nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any college facility.
- 15. Gambling. The playing of cards or any other game of skill or chance for money or other items of value is prohibited.
- 16. Parking. Parking is permitted only in appropriately designated areas. Vehicles parked in unauthorized areas will be subject to removal at owner's expense.
- 17. Repeated violations. Repeated violations of published rules or regulations of the college cumulatively indicating an unwillingness or inability to conform to the standards of the college for student life are prohibited.
- 18. Sexual Harassment. Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is prohibited (see page 69).

- 19. Violation of local, state, or federal law. The violation of local, state or federal law, on or off campus, that constitutes (or creates a substantial likelihood of) material interference with the normal, orderly operation, and process of the college is prohibited.
- Student Dress Code. It shall be the responsibility of each student to dress in an appropriate and acceptable manner at all times.

Procedures

All students and all persons employed by the College have the responsibility and obligation to report violators of the CODE OF CONDUCT. When a student is charged with violation of the foregoing conduct regulations, the student's case is treated according to constitutional requirements, due process and in keeping with the procedures outlined below:

- All complaints of alleged violations by a student shall be made to the Dean of Students or Distant Learning Center Director. Each complaint shall include a statement of facts outlining each alleged act of misconduct. The Dean will assist in the preparation of the charge.
- The student will be notified in writing by the Dean of Students or Distant Learning Center Director that he is accused of a violation and will be asked to come in for a conference to discuss the complaint.
- 3. At the above mentioned conference, the student shall be advised that:
 - a. In writing, the student may admit or deny the alleged violation, waive all further hearing, and request that the college official take appropriate action.
 - b. In writing, the student may admit or deny the alleged violation. If the case involves the possibility of suspension or expulsion, the Dean of Students will refer the case to the Disciplinary Board for full disposition. Otherwise, the Dean of Students or Distant Learning Center Director will make full disposition of the case, except that the Dean of Students or Distant Learning Center Director may, for good cause, refer any case to the Disciplinary Board. Cases otherwise referable by the Dean of Students or Distant Learning Center Director to the Disciplinary Board, may in very unusual instances, be referred by the Dean to an ad hoc faculty committee of five faculty members appointed by the President where there exists good cause, e.g. the likelihood of serious emotional damage to the student defendant or others connected with the case. In such cases all the procedures set out herein for cases before the Disciplinary Board and appeals therefrom shall be substantively followed.

- 4. In cases referred to the Disciplinary Board, the Dean of Students or the Distant Learning Center Director will, at least 72 hours in advance of the hearing, notify the student in writing, by hand delivery if reasonably possible and otherwise by certified mail to the last local address of the student within the reasonable knowledge of the Dean of Students or Distant Learning Center Director, concerning the following:
 - a. The date, time, and place of hearing.
 - A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken.
 - The names of witnesses scheduled to appear.
- The student, if a minor, is expected to notify parents or guardian of the charges, and these persons may request a conference with the college officials prior to the hearing.
- 6. The decision reached at the hearing and penalties recommended will be communicated to the President of the college for final approval. After the President's action, the student will be notified in writing of the decision. It will specify the action taken by the hearing body and the interest of the college which has been adversely affected by the conduct which necessitated the disciplinary action. Upon the request of the student, or the student's parents (if the student is a minor), a summary of the evidence will be communicated.
- 7. The student will be notified in writing of the right to appeal the decision of the hearing body. In cases of appeal, any action assessed by the hearing body shall be suspended pending the outcome of the appeal to the President of the College. A copy of the final decision will be mailed to the student and, if the student is a minor or if the student so requests, to his/her parents or guardian.

Code of Conduct Penalties

The following are possible penalties which may be imposed upon the student for an infraction of the Code of Conduct. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

- 1. Expulsion. Permanent severance of the student's relationship with the college.
- 2. Disciplinary Suspension. Temporary severance of the student's relationship with the college for a specific period of time, through not less than one quarter.
- Disciplinary Probation. Notice to the student that any further major disciplinary violation
 may result in suspension; disciplinary probation might also include one or more of the
 following: the setting of restriction, the issuing of a reprimand, restitution.

- 4. Reprimand. Oral reprimand is an oral disapproval issued to the student. A letter reprimand is a written statement of disapproval to the student.
- 5. Restrictions. Exclusion from enjoying or participating in social activities and/or ID card privileges.
- 6. Restitution. Reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.

Rights of Student Defendant before the Disciplinary Board

At hearings of the Disciplinary Board, student defendants will be afforded all rights required by due process. As a minimum, they must be advised of the following:

- 1. The right to an advisor of their choice.
- 2. The right to question the complainant.
- 3. The right to present evidence in their behalf.
- 4. The right to remain silent and have no inference of guilt drawn from that silence. The defendant is presumed to be innocent until proven guilty.
- 5. The right to cross examination.
- 6. The right to appeal, to the President, if the Disciplinary Board imposes suspension or expulsion.
- 7. Minutes of the proceedings will be kept and made available at the student's request for the sole purpose of appeal from a decision of suspension or expulsion.
- 8. The right to attend classes and required college functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the college. In such case, the Dean of Students or Distant Learning Center Director may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. Such temporary protective measures may be applied where the student is accused of violation of a college regulation or of a local, state, or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.

The Disciplinary Board

- The Disciplinary Board of the College consists of five members of whom three are members of the faculty appointed by the Vice President for Student Affairs or Distant Learning Center Director.
- 2. The Dean of Students or Distant Learning Center Director provides staff for recording services when necessary.
- 3. The Disciplinary Board hears cases involving alleged violations of the Student Conduct Code and violations of military rules and Regulations referred to it by the Dean of Students or Distant Learning Center Director or the Commandant of Cadets. Normally, these cases are those in which there is a possibility of suspension or expulsion of the accused student.
- 4. Preliminary investigations of charges against students are made by the Dean of Students, Commandant, or Distant Learning Center Director. Cases are referred to the Disciplinary Board through its chairperson. The chairperson sets the time and place for a hearing and notifies other members and from that point, all summoning of defendant(s) and witnesses is done by the Dean of Students, his designee, or Distant Learning Center Director or the Commandant of Cadets.
- Decisions of the Disciplinary Board are made by majority vote. A quorum consists of three members.
- 6. Members of the Disciplinary Board may disqualify themselves if their personal involvement in the case is detrimental to the interest of the accused or of the institution. Replacements for members who disqualify themselves may be made by the Vice President of Student Affairs or the Distant Learning Center Director.
- 7. The Disciplinary Board records minutes of the proceedings. These minutes will be placed in the custody of the Dean of Students immediately following the hearing. A copy will be made for review and/or appeals purposes. The original will be secured until all chances for

Classroom Behavior

Ordinarily, disruptive behavior is not a problem in a college setting. However, should a student's classroom behavior be disruptive, the following policy applies:

If a student's conduct interferes with or disrupts the orderly class process, the instructor should promptly advise the student to cease the misbehavior. If the disruptive behavior continues, the instructor may ask the student to leave the class and to schedule a private conference with the instructor prior to returning to the class. The instructor may also refer the matter to the Dean of Students or Distant Learning Center Director for appropriate disciplinary action.

If the student refuses to leave the classroom and continues the disruptive behavior, the instructor may discontinue the class session, inform the student not to return to class without the instructor's permission, and report the incident in writing to the Commandant of Cadets if student is in the Cadet Corps, the Dean of Students for civilians, or Distant Learning Center Director. Such a report should include dates, times, action, names of persons involved, and names of witnesses. The Dean of Students, Commandant, or Distant Learning Center Director then pursues the matter with the Vice President for Academic Affairs or Assistant Dean at the Distant Learning Center and through the student disciplinary procedure if necessary. If, when the class next convenes, the student attempts to return to class without the prior permission of the instructor, the instructor may deny the student access to the class. If the student interferes with or disrupts the orderly class process and/or refuses to leave the classroom when requested by the instructor, the instructor may obtain the assistance of the campus security officers to remove the student from the class and prevent return to that class. The instructor will inform the Dean of Students, Commandant, or the Distant Learning Center Director, as appropriate, of the incident without delay.

Policies of Disruptive and Obstructive Behavior

- A student, acting individually or in concert with others, who clearly obstructs or disrupts,
 or attempts to obstruct any teaching, research, administrative, disciplinary, or public service
 activity authorized to be discharged or held on any campus of Georgia Military College is
 considered to have committed an act of gross irresponsibility and shall be subject to
 disciplinary procedures, possibly resulting in dismissal.
- Campus disruptions pending or caused by acts of God (tornado) or of undetermined origin (fires or bomb threats) and other disruptions (accidents or traumatic illnesses) are to be dealt with by existing emergency plans that will, if possible, preserve life, property, and the normal operations of the college.
- 3. There are other types of behavior or activities that are friendly, but are also disruptive. Some of these include such things as:
 - a. Bringing animal pets to class, study hall or cafeteria. Some people are allergic to fur or feathers and some are bothered by pets.
 - b. Bringing babies or small children to classes or other service areas.
 - c. Bringing elderly people, usually members of the family, to offices, classes, or other activities mainly as a caretaking service rather than the elderly person being able to constructively participate in the activity. The same may be said for "friends" who are not enrolled in the class or who have a constructive involvement in the activity concerned.

In keeping with the above, it is college policy that no animal pets, unenrolled or unauthorized persons or other friendly but distracting elements be brought into classrooms, study hall, library, or any other service area of the college unless specifically requested or authorized by the instructor or person in charge of the activity area. This restriction on persons, particularly members of the family, attending public college functions does not apply, as family members and friends are always welcome, at public activities on campus, such as graduation or commissioning ceremonies.

tudent Rights & Responsibilities



Student Rights and Responsibilities

To Take Stands on Issues

Students have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes, by orderly means, which do not disrupt the regular and essential campus operation.

To Invite and Hear Speakers

Recognized student organizations are allowed to invite and to hear any persons of their own choosing for the purpose of hearing their ideas and opinions. Scheduling of such events is made through the Office of the Assistant Dean of Students or Distant Learning Center Director at least ten days before the speaker is to appear. The Office of the Assistant Dean of Students or Distant Learning Center Director specifies the time, location or place, and manner of presentation. However, the college President has final responsibility for campus events and activities and he, or his authorized designee, may affirm or cancel a speaker's registration when it can be shown that the proposed speaker will constitute a clear and present danger to the continued operation of the College.

To Have Their Records Kept Confidential

Students shall have the right to have their academic and disciplinary records kept confidential, as subject to existing state law. All practices and policies dealing with the acquisition and retention of information for records shall be formulated with due regard for the students' right to privacy. No permanent records shall be available to unauthorized persons within the institution or to any person outside the institution without the express consent of the student involved except under legal compulsion. No permanent records are kept that reflect any alleged political activities or beliefs of students. Specific policies with respect to access to student records follow:

- Any student, regardless of age, who is or has been in attendance at Georgia Military
 College has the right to inspect and review his education records within a reasonable
 period of time (not to exceed 45 days) after making a request. However, the student
 shall not have access to:
 - a. Financial records of parents.
 - b. Confidential letters of recommendations placed in the record prior to January 1, 1975.
 - Letters of recommendation concerning admission, application for employment or honors for which the student has voluntarily signed a waiver.
- 2. When the student and the official responsible for a particular record are unable to resolve questions as to the accuracy of information contained therein, the student will have an opportunity for an impartial hearing to challenge the content of his record, as follows:

The student submits, to the Dean of Students or Distant Learning Center Director, a request for a hearing before an ad hoc Judiciary Committee. The hearing will be conducted in a manner similar to that described for non-academic grievance hearings in this student handbook. Appeals of such hearings should be made in accordance with procedures described in this student handbook.

- 3. If the records are found to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the students, he or she may ask the Registrar to correct or delete such material. Each student also has the right to insert into his or her record a written explanation of the contents thereof. "Education record" means generally any record maintained by or for Georgia Military College which contains information directly related to the student. However, the following items are included:
 - a. Records kept by education personnel which remain in the sole possession of the maker.
 - b. Law enforcement records maintained by campus security.
 - c. Employment records which relate exclusively to employment.
 - d. Records of professionals providing medical or psychological treatment to the student. However, the student may have an appropriate professional review such records.
 - e. Directory information, unless a student requests that such information which relates to him or her not be released.
- 4. Release of personally identifiable information without consent will be allowed to:
 - a. Institution personnel who have a legitimate educational interest.
 - b. Officials of other schools where the student seeks to enroll. The student will be notified of the release of such information and will be provided a copy of the record if requested.
 - c. Appropriate persons in connection with a student's application for or receipt of financial aid.

- d. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
- e. Organizations conducting studies for the institution.
- f. Accrediting organizations.
- Necessary persons in emergency situations to protect health and safety.
- h. Persons designated in subpoenas or court orders.
- Where written consent by a student is required for release of personally identifiable information such consent must:
 - a. Specify records to be released.
 - b. Include reasons for such release.
 - c. Specify to whom records are to be released.
 - d. Be dated.
 - e. Be signed by the student.
- 6. A copy of the information released will be provided to the student upon request.
- 7. Records will be released in compliance with a judicial order or lawfully issued subpoena. However, every reasonable effort will be made to notify the student in advance of compliance.
- 8. The types of education records maintained on students at Georgia Military College and the offices maintaining these records are:
 - a. Educational records Registrar, Director of Admissions, Director of Financial Aid, and student's advisor.
 - b. Financial records Vice President for Business Affairs and Personnel, Director of Admissions, and Director of Financial Aid.
 - c. Disciplinary records Dean of Students, Distant Learning Center Directors, and Commandant.
 - d. Placement Testing records Testing Coordinator.
- Faculty and other college personnel shall have access to student education records only
 where such persons have a legitimate educational interest and demonstrate a need to
 know to the official responsible for the record.
- 10. Students have the right to obtain copies of information contained in their education records. Each transcript will have a three dollar charge. Copies of other information in the student's education record will be provided. Directory Information is considered general and may be released without written consent of the student (see Student Services Section).

To Participate in Institutional Decision-Making

Students have a collective right to participate in the making of institutional policy that generally affects their well-being, although this right is subject to the supervening responsibility of the Administration to assure adequate protection for essential interests and policies of the institution.

To Due Process

Students have the right to due process when accused of a violation of any campus regulation or code of conduct. The jurisdiction of judicial bodies, the disciplinary responsibilities of institutional officials, and the disciplinary procedures shall be clearly formulated and published. In all cases the student is informed of the nature of the charges against him, and guaranteed the right of appeal in cases of suspension or expulsion. There may be circumstances which could result in involuntary separation from the college but not be the result of violations of campus regulations or breaches of the Code of Conduct. The student shall have the same rights to due process as those described for violations of campus regulations.

Against Prejudiced Academic Evaluation

Students have the right of protection against prejudiced academic evaluation. At the same time, however, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Professors have a responsibility to advise students of course expectations, and criteria for grades. They should be available for conferences with individual students who seek counsel and advice regarding their progress in the course. Any student who believes that his academic rights have been violated may seek redress by the following procedures, in the order stated: 1) If at all possible, the student should first consult and work with the particular instructor involved; 2) if the student cannot obtain satisfactory results from such a conference, he should then file a complaint in writing with the chairperson of the division in which the alleged violation occurred. If the division chairperson and the instructor be one and the same, the complaint shall be directed to the Vice President for Academic Affairs; 3) If the student is dissatisfied with these results and has not already done so, he may direct his complaint in writing to the Vice President for Academic Affairs, the student may petition, in writing, that his/her complaint be reviewed by the Academic Standards Committee.

To Publish Student Publications

Individual students and recognized campus organizations have the right to publish and distribute written material, provided that the material is identified by the name of the student and organization though not necessarily published. In addition, the published material must meet college regulations and not present a clear and present danger to the educational process or orderly operation of the college. Student publications are guaranteed the rights inherent in the concept of freedom of the press.

The faculty advisor responsible for the publication is charged to protect those rights and establish and enforce standards of responsible journalism and include the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

To Serve as a Juror Without Penalty

It is a student's civic responsibility to serve as a juror. It is a legal obligation to serve as a juror when summoned. Georgia Military College encourages students to exercise their civic responsibilities. The college cooperates with its students who have legal commitments. When a student receives a summons to serve as a juror, he/she should inform his/her instructors and begin to plan for making up work missed while serving as a juror. The instructors will not penalize the student for absences incurred as a result of jury service and will assist the student in making up classwork missed because of jury service. It is the student's responsibility to initiate action to make up the classwork missed.

Student Medical Withdrawals

See page 10.

Student Academic Grievance Procedures

See page 27.

Non-Academic Grievance Procedures

- Informal hearing: The student having a non-academic grievance should first attempt to
 resolve the grievance within ten days of the occurrence by discussion with the party
 involved.
- 2. Formal hearing: If the grievance is not resolved by the informal hearing, the student may file a written request for a formal hearing with the individual's immediate supervisor. This must be done within ten days of the informal hearing. The supervisor will forward a copy of the written request to the individual involved and send written notification to both parties concerning time, date, and location of the formal hearing. Both parties will be allowed to present oral and written responses. The supervisor will offer a solution to the grievance and notify both parties with written minutes of the formal meeting and the decision. This notification must be processed within ten days after the formal meeting.
- 3. Appeals from the formal hearing: Either party may appeal the decision of the supervisor to the next supervisory level. Such appeals must be in writing and must be submitted no later than ten days after the date of the formal hearing. The parties may be required to produce written documentation of the grievance and all correspondence concerning the formal hearing. The appellate review may require a hearing, investigation, and/or a document review. Each party will be notified in writing of the decision of the appellate review authority within ten days of the appellate petition.
- 4. Appeal to the Vice President for Student Affairs: Either party may appeal the decision of the appellate authority to the Vice President for Student Affairs. This appeal must be in writing and submitted within ten days of the appellate decision. The Vice President for Student Affairs may request the parties to provide documentation of the grievance process. The Vice President of Student Affairs may elect to review the appeal or refer the appeal to an ad hoc Judiciary Committee. The Office of the Vice President for Student Affairs will notify the parties in writing of the decision within ten days after receipt of the appeal.
- 5. Final Appeal: Either party may appeal the decision of the Vice President for Student Affairs to the President of the college. Such appeals must be in writing and filed within five days after the decision of the Vice President for Student Affairs has been received. The decision of the President is the final decision on the campus.

Procedures for Grievance Hearings

- 1. All formal appeals must be submitted in writing within the appropriate time limit. The appeal should contain a brief description of the grievance and the circumstances involved.
- 2. All formal decisions should be in writing and delivered within the appropriate time limits. Formal decisions should contain the descriptions of the grievance, circumstances, parties, the appellate process and the appellate resolution.
- 3. An ad hoc Judiciary Committee is appointed by the Vice President for Student Affairs. The committee will be composed of one faculty member, two students, one member from PMS staff, and one member from Personnel Department. The committee shall establish procedures according to the following limitations:
 - a. Witnesses providing written or oral testimony will be limited to parties at action, two advisors (from students, faculty, and staff), and appropriate supervisors.
 - b. The committee may question witnesses and require more documentation.
 - Minutes of the Committee meetings shall be written and submitted to the Vice President for Student Affairs.
 - The decision of the Committee will be the result of a majority vote of qualified Committee members.
- Upon receipt of the Committee's recommendations, the President of the college shall render the final decision.
- 5. All records of the grievance process will reside with the Office of the Vice President for Student Affairs.

Protection Against Sexual Harassment

Students have the right of protection from sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's academic standing or employment; or

- Submission to or rejection of such conduct by an individual is used as a basis for academic decisions or employment; or
- Such conduct unreasonably interferes with an individual's academic performance or work or creates an intimidating, hostile or offensive working environment.

Any student who feels he/she has been sexually harassed should contact his/her faculty advisor or a faculty member of his/her choosing for further details on the Georgia Military College Sexual Harassment Policy and for assistance in the procedures for filing non-academic grievances.

Equal Opportunity Violations

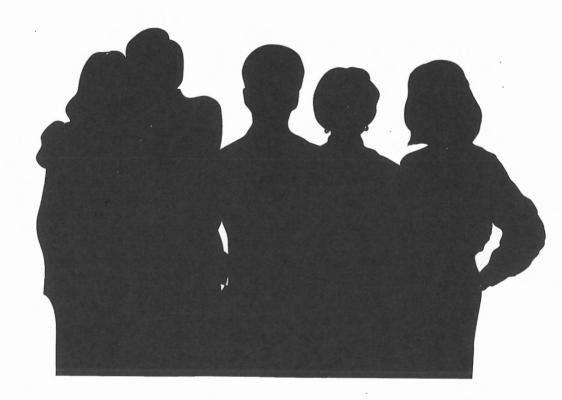
Georgia Military College is committed to a policy that ensures the fulfillment of equal opportunity without unlawful discrimination for all applicants for employment or student status. This policy is administered without regard to race, creed, color, sex, national origin, religion, age, veteran status, or handicap.

Any complaints dealing with any type of discrimination may be addressed to the College's Personnel Office which is located in the Old Capitol Building.



Notes

ampus Sexual Assault Policy



Policy

All sexual offenses, whether forcible or nonforcible, on the Georgia Military College campuses are forbidden and will be the subject of disciplinary action.

The report of a sexual assault made to the college, being a report of an alleged crime, will be reported to the proper law enforcement agency having jurisdiction, for investigation and prosecution if warranted.

Programs

Campus programs in the forms of seminars and printed material will be available to students each year aimed at the prevention of sex offenses. These programs are instituted to educate, and promote awareness of rape, acquaintance rape, or other sex offenses that are proscribed by law.

Procedures

If a sex offense occurs, the victim should promptly preserve all evidence as may be necessary to the proof of a criminal assault, or other sex offense.

In the event of emergency, or if the arrest of the perpetrator is needed for the safety of the victim or others, a report should be made by the victim directly to one of the following local law enforcement agencies:

Main Campus: Sheriff, Baldwin County, 912-453-4891.

Sandersville Extension Center: Sheriff, Washington County, 912-552-3205.

Madison Extension Center: Sheriff, Morgan County, 706-342-1507.

Fort Gordon Distant Learning Center: Base Military Police, 706-791-4380. Fort McPherson Distant Learning Center: Base Military Police, 404-752-2281.

Kings Bay Distant Learning Center: Base Security Police, 912-673-2145. Moody AFB Distant Learning Center: Base Security Police, 912-333-3108. Robins AFB Distant Learning Center: Base Security Police, 912-926-2187.

Emergency at all locations: Dial 911.

Make a written report of the offense, and promptly file it with Georgia Military College at one of the following locations:



Main Campus: At the Office of the Vice President for Student Affairs located in Room 217, Old Capitol Building, Main Campus. Appointment for the filing of such report may be made by telephone to 912-454-2682.

Sandersville Extension Center: At the Office of the Director, 201 East Greene Street, Milledgeville, GA 31061. Appointment for the filing of such report may be made by telephone at 912-454-2778.

Madison Extension Center: At the Office of the Director, 201 East Greene Street, Milledgeville, GA 31061. Appointment for the filing of such report may be made by telephone at 912-454-2778.

Fort Gordon Distant Learning Center: At the Office of the Director, located in Building 38804, Academic Drive and 39th Street, Fort Gordon, GA. Appointment for the filing of such report may be made by telephone at 706-791-5159.

Fort McPherson Distant Learning Center: At the Office of the Director, Building 179, Room 201, Cobb Street, Ft. McPherson, GA. Appointment for the filing of such report may be made by telephone at 404-755-7108.

Kings Bay NSB Distant Learning Center: At the Office of the Director, 1234 USS James Madison Rd, Rm 111, NSB, Kings Bay, GA. Appointment for the filing of such report may be made by telephone at 912-673-7168.

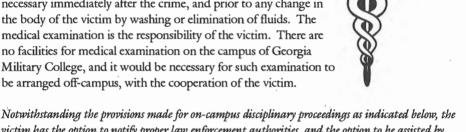
Moody Campus Distant Learning Center: At the Office of the Director, 3010 Robinson Road, Moody Air Force Base, GA. Appointment for the filing of such report may be made by telephone at 912-244-7323.

Robins AFB Distant Learning Center: At the Office of the Director, located in Suite 217, 620 Ninth Street, Robins Air Force Base. Appointment for the filing of such report may be made by telephone at 912-926-6965.

Counseling/Medical Services

Georgia Military College Office of Personal Support is available to the student during office hours at 454-2717. Rape Crisis Center of Baldwin County number is 912-453-4673.

In the event a medical examination is required to preserve the evidence of rape, or sexual assault, such examination would be necessary immediately after the crime, and prior to any change in the body of the victim by washing or elimination of fluids. The medical examination is the responsibility of the victim. There are no facilities for medical examination on the campus of Georgia be arranged off-campus, with the cooperation of the victim.



victim has the option to notify proper law enforcement authorities, and the option to be assisted by campus authorities in notifying such authorities, if the victim chooses.

On-Campus Disciplinary Actions

Procedures for on-campus disciplinary action in cases of alleged sexual offenses shall include a hearing before the Disciplinary Board.

Off-campus disciplinary actions of alleged sexual offense shall include a hearing before the Distant Learning Center Director or his designee.

Notice of a hearing on an accusation of sexual assault or other sexual offense will be given by mail to the address given by the student at the time of admission for the term in which the allegation is made, a minimum of five days before the hearing date. A brief description of the nature of the charges made which are to be heard will be contained in the notice.

At the hearing of an accusation of sexual assault:

- 1. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding.
- 3. The recommendations resulting from the disciplinary proceeding will be forwarded to the President of Georgia Military College for his decision.

GMC Campus Sexual Assault Victim's Bill of Rights

The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.

The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

The right to be free from any kind of pressure from campus personnel that victims:

- Not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or,
- 2. Report crimes as lesser offenses than the victims perceive them to be.

The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because:

1. Victims are somehow "responsible" for the commission of crimes against them;

- 2. Victims were contributory, negligent, or assumed the risk of being assaulted; or,
- 3. By reporting crimes they would incur unwanted personal publicity.

The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.

The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

The right to be made aware of, and assisted in exercising any options, as provided by State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.

The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.

ilitary Activities



General Information

The objectives of the ROTC program are to attract, motivate, and prepare selected students with high potential to serve as commissioned officers in the Regular Army, Army Reserve, or National Guard. In addition to providing courses required to earn a commission through the ROTC program, military science instruction and associated activities have the aim for all students of developing leadership and managerial potential, providing an understanding of the requirements and organization for national security, and instilling a strong sense of personal integrity and individual responsibility.

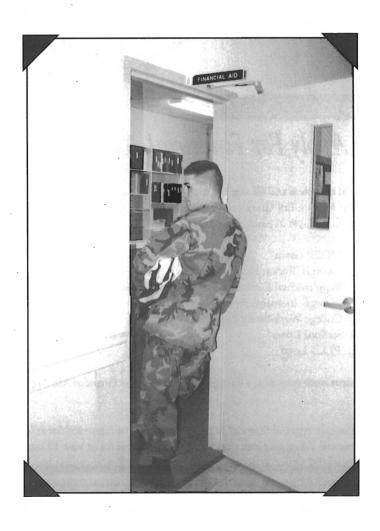
ROTC Basic Course

The Military Science 100 and 200 (MS I and II) level courses are designed to provide the student a basic level of military education emphasizing leadership and the understanding of fundamental concepts and principles of military art and science. This basic foundation aids the development of the leadership potential of the individual student and serves to qualify him or her for the advanced course. THERE IS NO MILITARY OBLIGATION FOR ENROLLMENT INTO THE ROTC BASIC COURSES.

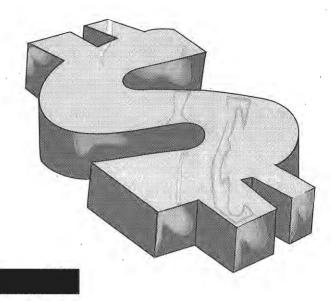
ROTC Advanced Courses

The Military Science 300 and 400 (MS III and IV) level objective is to prepare students to serve as commissioned officers in the United States Army. This goal is accomplished by providing qualified students with knowledge and experience in leadership, management, and tactics, and by developing self-reliance through experience and practical application. Only prior service or ROTC Basic Camp graduates (both with proper GPA & SAT-ACT test scores) may enter the advanced courses. MILITARY OBLIGATION IS REQUIRED TO TAKE THE ROTC ADVANCED COURSES.

inancial Aid



The Director of Financial Aid and the Financial Aid Staff are available at all times to assist prospective and present students who have financial aid concerns.



How To Apply For Financial Aid

The student should complete and file the Free Application for Federal Student Aid (FAFSA) if aid is desired in the form of Pell Grant and one or more of the following types of financial aid. More information is available in paragraphs below.

- (a) HOPE Grant
- (b) Georgia Tuition Equalization Grant
- (c) Supplemental Educational Opportunity Grant
- (d) Georgia Incentive Scholarship Program
- (e) College Work-Study Program
- (f) Stafford Loan
- (g) PLUS Loan

In all cases, a student must complete a Georgia Military College Financial Aid Application to be considered.

To be eligible for certain types of financial aid, a student must be registered for at least 5 hours. Other types of financial aid require that the student be registered for at least 12 hours (full time). Contact the Financial Aid Office to determine what aid you might be eligible for dependent upon the course load planned.

Types of Financial Aid Available at GMC

Pell Grant. This needs-based award pays to the college monies for tuition, fees, books; the balance of the award is paid to the student approximately at mid-term. The student applies directly to the federal government by completing the FAFSA.

HOPE Grant. This program provides monies for tuition for qualified Georgia students. These funds are in addition to those a student receives for the Georgia Tuition Equalization Grant. Students must continue making satisfactory academic progress to maintain eligibility. The student applies by completing the Georgia Tuition Assistance Grant application to apply for the Georgia Tuition Equalization Grant. Additionally, the student may be required to submit requested doumentation.

Georgia Tuition Equalization Grant. This program provides monies for tuition for qualified Georgia students without regard to financial need. The student applies by completing the Georgia Tuition Assistance Grant application and a GMC Financial Aid Application.

Supplemental Educational Opportunity Grant. This needs-based award is made in addition to other grants. The student applies by completing the FAFSA and the GMC Financial Aid Application.

Georgia Student Incentive Grant. These limited grants are made to full-time students and are supplemental to other grants. The student applies by completing the FAFSA and a GMC Financial Aid Application. Early application is required for this grant.

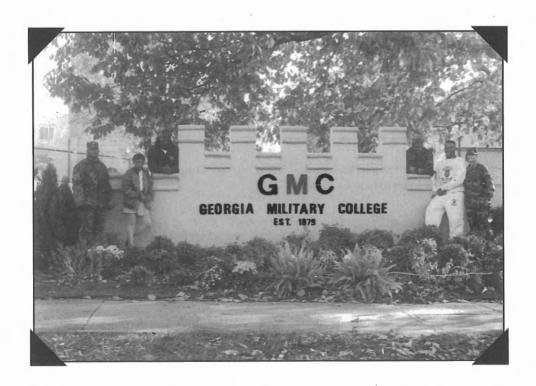
College Work Study. This needs-based award pays directly to the student; work-study monies are to be used for college costs, meals, transportation; the student is a part-time employee of Georgia Military College and receives minimum wages for his/her work. College Work Study funds are very limited and interested students should apply early. Students apply by completing the FAFSA and the GMC Financial Aid Application.

Stafford Loan. This is a federally-backed loan for college expenses made by a lending institution and is sent to Georgia Military College for disbursement. The student must begin repayment within six months of the last day of school attendance. In certain circumstances, deferments may be available. The student applies by submitting the Guaranteed Student Loan Program application to the GMC Financial Aid Office. Students must apply for a Pell Grant prior to applying for a Stafford Loan.

PLUS Loan. This federally-backed loan for college expenses is made by a lending institution and is applied for by the student's parents. This loan enables parents with a good credit history to borrow for their children's educational expenses. Interest on PLUS loans accrues from the date of the loan in contrast to the delayed accrual with Stafford Loans.

Notes

Eneral Information



Campus Safety Tips

You can help Campus Security better serve you by following these tips:



Park under lights if possible. NEVER park in a secluded area.



Be alert to your surroundings and scan the area in your path and to your vehicle for any unusual or suspicious persons or circumstances.



▶ Walk to and from parking lot in groups. Prearrange meeting places and times with classmates and park together if possible.



Always check inside your vehicle before entering it.



Have your keys in hand before you get to your vehicle.



Walk in a confident, alert manner.



If you are on campus at odd times, let Campus Security know ahead of time.



If you have off-campus problems with a person, let Campus Security know.



When walking alone, use well-traveled routes.



 Always alert Campus Security to anything you feel is suspicious. Report all safety and security issues to Campus Security.

Property Protection:



Always lock vehicles. Use locking chains with bicycles.



Put valuables out of sight even if your car is locked.



> Keep an inventory of your valuables, with description and serial numbers. Engrave or mark your valuables to aid in identification.



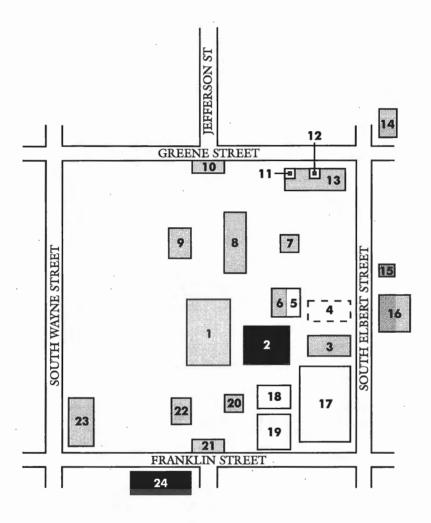
If anything is lost or stolen, contact Campus Security immediately.



NEVER leave valuables, i.e. books, purses, equipment, clothing, etc. unattended. ALWAYS LOCK UP YOUR VALUABLES!

If you follow these tips, the "campus crimes of opportunity" may be virtually eliminated. Ninety-five percent of the thefts on campus occur due to the victim's making it easy for the thief.

Campus Map



- 1 Old Capitol Building
- 2 Blacktop ("Bullring" or East Plaza)
- 3 Whitfield Hall
- 4 New Academic Building
- 5 Student Activities Office
- 6 Canteen/Bookstore
- 7 Engineering
- 8 Main Barracks 9 - Sibley-Cone Library
- 10 Front (South) Gates
- 11 Commandant's Office
- 12 Infirmary

- 13 Vinson Hall
- 14 Ennis Building
- 15 Nash House
- 16 Cordell Events Center
- 17 Davenport Field
- 18 Volleyball Court
- 19 Tennis Courts
- 20 Patton Hall (JROTC)
- 21 Back (North) Gates
- 22 Wilder Hall (Military Department)
- 23 Jenkins Hall
- 24 GMC Parking Lot

Alma Mater

O'er the hills of dear old Georgia Loyal all are we, Year by year go marching onward Cheering GMC.

REFRAIN:

Hail to thee, our Alma Mater, May thy cause prevail, And thy name fore'er be honored ... GMC all hail!

'Neath thy portals visions splendor Fills with hope the soul, And life of valiant service Thou hast made our goal.

Hail to thee, our Alma Mater, May thy cause prevail, And thy name fore'er be honored ... GMC all hail!

When we from thy halls have parted And life's battles won, Thy great spirit shall inspire us Till eternal dawn.

Hail to thee, our Alma Mater, May thy cause prevail, And thy name fore'er be honored ... GMC all hail!

